

Community Engagement Initiative Graduate Assistant

The [Community Engagement Initiative](#) (CEI) was established in February 2016 to further strengthen UD's identity as an engaged research university. Working as a member of CEI involves supporting the priorities of a Carnegie Community Engaged University, including partnerships, student programs, faculty development, capacity building, and promoting civic engagement at all levels, local to global. Members of the CEI team work collaboratively on programs that cut across these priorities.

HOURS: 15-20 hours per week

RATE: \$25/hour

Tuition is not included in this position

QUESTIONS & APPLICATION: Interested candidates should submit a resume and cover letter to Leann Moore at lmoore@udel.edu.

MAJOR RESPONSIBILITIES:

Reporting to the Associate Director of CEI, the CEI Graduate Assistant's responsibilities will include, but will not be limited to, the following:

- Analyze complex information to produce annual reports for CEI and to maintain data for the effort.
- Provide organizational and directional support for the Council of Community Engagement, including project development, strategic planning, scheduling committee meetings, and directing planning meetings with co-chairs.
- Support the development and execution of events hosted by CEI, including the annual Provost's Symposium.
- Assist with supervision of the Community Engagement Scholars' Peer Mentors, undergraduates who are responsible for planning socials, service events, and populating the biweekly Scholars newsletter.
- Support the logistics of the SPPA 100 (1-credit) course, Introduction to Civic Engagement. This is only logistical support, not grading or instruction.
- Assist the CEI team with the overall management and development of CEI programs and the implementation of the University's Civic Action Plan.
- Perform miscellaneous job-related duties as assigned.