

**ILLINOIS STATE UNIVERSITY
CENTER FOR CIVIC ENGAGEMENT**

Position: Civic Education and Political Engagement Graduate Assistant

Length of Contract: 10 months (July 15- May 15) *Dates can be flexible

General Statement of Purpose and Duties:

The Center for Civic Engagement (CCE) is a unique department with responsibilities that support the missions of the Division of Student Affairs and the Division of Academic Affairs. The department is responsible for enacting Illinois State's commitment to civic engagement and fostering a culture that values and rewards civic engagement. This is accomplished through a variety of programs and services with students, faculty, and staff and in partnership with Bloomington-Normal community organizations. CCE organizes work around civic engagement including volunteering and service-learning, political engagement, and civic education.

Illinois State University recognizes that a diverse faculty, staff, and student body enriches the educational experiences of the entire campus and greater community. The Center for Civic Engagement seeks candidates with a demonstrated commitment to equity, diversity, inclusion, and anti-racism, who can support the Center's vision of a more just and equitable world. Candidates who have successfully collaborated with a diverse range of faculty/staff, students, and community partners, and who can contribute to a climate of inclusivity and equity are especially welcomed. Black people, Indigenous peoples, People of Color, Persons with disabilities, members of the LGBTQIA+ community, Veterans, and Women are encouraged to apply.

Our Vision: A more just and equitable world cultivated through the participation of all people in the co-creation of knowledge and collective action.

Our Mission: The Center for Civic Engagement connects students, faculty, staff, and alumni with local, national, and global communities through meaningful civic engagement to promote the lifelong learning and development of active community members.

CCE is comprised of 7 professional staff, 2 graduate assistants, and several student workers, interns, or fellows. While each staff member has specific responsibilities, the department operates as a team, and therefore, all staff are expected to support a variety of programs and services.

Reports to:

The Graduate Assistant for Civic Education and Political Engagement is supervised by the Associate Director.

Principal Duties and Responsibilities:

1. Provide leadership and oversight of the deliberative dialogues program. Supervise undergraduate student facilitators including scheduling, training, and ongoing support of student facilitators and personal and professional development. Prepare digital and print materials for faculty and instructors. Communicate with faculty and others that request dialogues. 40%
2. Manage programmatic aspects of activities and events related to civic education and political engagement such as films, panel discussions, speakers, or other events. Specific programs could include Town of Normal Meet & Greet, Civic Engagement Celebration, Constitution Day, campus-community dialogues, or student participation in the Civic Learning and Democratic Engagement conference. These duties include planning events, collaborating with campus and community partners, recruiting, and managing participants, budgeting, program logistics, preparing contracts, marketing and outreach, assessment of student learning, and long-term planning. 25%
3. Support student voter engagement efforts including voter registration, voter education campaigns and events, voter turnout initiatives, class presentations, development of strategic social media or marketing campaigns; support the work of the voter engagement coalition and work with student and faculty/staff voting advocates to disseminate election information; develop plans and reports to achieve and maintain national recognition statuses. 25%
4. Serve as a staff member in CCE participating in regular meetings and trainings, promote department programs and services on campus and in the community, assist with other department programs as needed, attend required professional

development sessions and office events, support office functions and perform other duties related to the department as assigned (including driving university vehicles for programs or traveling with students). 10%

Requirements:

A graduate assistant in the Center for Civic Engagement must possess a bachelor's degree. This position requires enrollment in the College Student Personnel Administration, Political Science, Sociology & Anthropology, or Communication graduate degree program at Illinois State University. The graduate assistant must maintain good academic standing (at least a 3.0 cumulative GPA on a 4.0 scale) and be a full-time graduate student, enrolled in at least 9 credit hours. All graduate assistantship offers are contingent upon the candidate meeting assistantship criteria set forth by the Graduate School (at least a 3.0 cumulative undergraduate GPA or a GRE Verbal/Quantitative combined score of at least 1000). The assistantship requires a 28 hour/week commitment and includes some evening and weekend hours.

Remuneration:

All Graduate Assistantships in the Center for Civic Engagement provide a full tuition waiver and a monthly stipend (approx. \$1700 per month).

Illinois State is an equal opportunity/affirmative action university encouraging diversity