

**ILLINOIS STATE UNIVERSITY
CENTER FOR CIVIC ENGAGEMENT**

Position: Community Service 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 Community Service is supervised by the Assistant Director for Co-Curricular Programs. This position also works directly with the Stevenson Center for Community and Economic Development for AmeriCorps reporting and training.

Principal Duties and Responsibilities:

1. Oversee programmatic duties of all community service programs (September Service Days, Holiday Helper, MLK Day of Service, Spring Into Service, and Bring It Back to Normal) including planning activities; working with community partners; facilitating discussions and leading presentations; preparing contracts; creating and distributing marketing materials; recruiting and managing participants; budgeting; program logistics; program evaluation and student learning assessment; and long-term planning. 65%
2. Train and supervise the Student Leaders in Community Engagement (SLiCE). Oversee their work in planning and executing service projects including scheduling, training, and ongoing support of personal and professional development. 20%
3. 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%
4. Complete any necessary paperwork, training or duties required of AmeriCorps State and National program members. 5%

Requirements:

The Community Service graduate assistant in the Center for Civic Engagement must possess a bachelor's degree and a valid U.S. Driver's License and must meet eligibility requirements to serve as a member of AmeriCorps. To serve in AmeriCorps, you must be a U.S. Citizen, U.S. National, or legal permanent resident of the United States. This position requires enrollment in the College Student Personnel Administration or Social Work 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), 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). **This position is eligible for the benefits and expectations of AmeriCorps State and National program upon renewal.**

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