**Department:** Community Service and service-Learning

**G.A. Position:** Service Leadership Programming

**Supervisor:** Jeffrey Rathlef

**Job Description – Present a one paragraph description of the purpose for this position.**

The Graduate Assistant will be responsible for the advising and development of student leaders in service that results in the implementation of high-quality, mission-centered CSIL sponsored community service programs, as well as new strategic initiatives identified by the Office for community service and service learning. The position will specifically focus on fostering student development and leadership that contributes to, but is not limited to short-term event oriented and mission-centered programming such as: Weeks of Welcome, Village-fest, Empty Bowls, 9/11 Remembrance Activities, Project Christmas Elf, MLK Day, Earth Day, and various additional community service programs.

**Office Mission:** We believe service builds identity by 
CONNECTING people and issues;
TRANSFORMING knowledge and awareness; and
INSPIRING civic action.

**Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.**

CONNECTING people and issues
- Foster high-quality, mission-focused service programming through student advising, direction, and support.
- Provide direction and support towards the realization of short-term, event-oriented collaborative service projects, including, but not limited to: Weeks of Welcome, Village-fest, Empty Bowls, 9/11 Remembrance Activities, Homecoming, Project Christmas Elf, MLK Day, Earth Day, and various additional community service programs.
- Support the provision of service placements for both co-curricular student clubs and organizations as well as curricular service learning courses.

TRANSFORMING knowledge and awareness
- Bolster student and community impact and meaning associated with service projects.
- Engage and model reflective practice with students in ways that enhanced capacity and skill building among student leaders that translates into high quality, mission-centered programming.
- Participate in and occasionally co-lead and facilitate applied service leadership trainings for community partner and student development.
- Conduct systematic assessment in ways that inform, alter, and enhance students’ service programming efforts.
- Attend and contribute to weekly staff meetings with CSIL service learning and community service staff.
- Engage in on-going in-service leadership trainings and professional development.
opportunities and embed learning into daily practice.

INSPIRING civic action
• Model civic professionalism and best practices in community engagement to students and community partners.
• Model engagement and action through periodic participation in service programs and events (as appropriate).
• Facilitate press releases, social media posts, and campus and community visibility, recognition, and celebration of service outcomes.
• Other duties as assigned.

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.
• Ability to facilitate applied student leadership development and advise, direct, and support student led service initiatives within a mission–centered framework.
• Experience with volunteerism, community service, service learning, community development, or civic engagement initiatives.
• Ability to apply new learning, skills, and professional development into daily activities, advising, and programming.
• Ability to work independently, be self–directed, give attention to detail, and deliver tangible results.
• Ability to communicate and interact in a highly professional manner.
• High degree of maturity and demonstrated follow–through on assigned tasks.

Graduate Student Outcomes – List the skills/abilities the graduate assistant can expect to learn in this position.
The Graduate Assistant will learn/gain the following
• Direct student contact involving advising and supporting student–led service programming.
• How community service and service learning can be utilized as a strategy for promoting diversity, equity, and inclusion.
• Ethical and professional practice in community service programming, including managing risk and working with vulnerable populations.
• History, philosophy, principles and values of the service learning and civic engagement movement within higher education.
• Manage human and organizational resources including supervision, budget, and performance reviews.
• To advise, adhere, and contribute to the formation of policies and procedures related to community service and service–learning.
• To facilitate applied leadership development for students involved in community service programming.
• To become more fully human and conscientious as an active, contributing member of society.

**Note: A performance review is conducted at the end of each academic semester based on satisfactory completion of collectively identified personal and professional skill
Service Leadership Programming

development goals aligned with the duties and responsibilities of the position. Future job references may also be provided with strong performance.

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<th>Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.</th>
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<th>Supervisor's Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.</th>
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<td>18.75 hrs/week. Work schedule is flexible, but some standard office hours will be required for on-going student advising and support.</td>
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<th>Supervisor's address:</th>
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<tr>
<td>Slippery Rock University Office for Community Service and service Learning Smith Student Center Room 251 Slippery Rock, Pennsylvania 16057 United States</td>
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<tr>
<td><a href="mailto:jeffrey.rathlef@sru.edu">jeffrey.rathlef@sru.edu</a></td>
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