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

The Service-learning graduate assistant will assist the Director for Service-Learning to support work in the following areas: 1) facilitate the provision of materials and resources in support of high quality service-learning course design and implementation; 2) coordinate the deliberations of the Community Engagement Advisory Board; 3) support access to financial resources and professional development opportunities for SRU faculty (i.e. workshops, mini-grants, etc.), and 4) promote visibility and steward broad-based recognition and awards of service-learning and community-engaged work at SRU.

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

Duties and Responsibilities:

1. Facilitate the provision of diverse service-learning resources for students, faculty, and community partners in order to support high quality and high impact practice.
   a. compile service-learning training materials into a digital service-learning handbook and resource guide for faculty.
   b. assist with the implementation of service-learning courses into the CORE (OrgSync) platform and conduct faculty training/outreach for all HIPs designated service-learning courses.
   c. assist Director with development of training materials, dissemination of resources, and construction of appropriate policies and procedures for service-learning.
   d. assist Director with development and management of office website, D2L repository, and OrgSync platform for access to s-l resources, community organizations, supplemental assessment services, service-learning syllabi, outcomes reports, blog, and social media.
   d. construct standard SRU service-learning orientation materials, including executing periodic in-class trainings and support.
   e. compile monthly office newsletter and manage social media announcements and communication.
2. Coordinate deliberations and initiatives of the community engagement advisory board.
   a. coordinate board recruitment, membership, scheduling, and communication.
   b. support shared work initiatives among board sub-committees or task forces as appropriate.
   c. provide coordination support for the documentation committee for SRU’s 2020 Carnegie Elective Classification for Community Engagement application (application due April 2019).

3. Facilitate access to financial resources and professional development opportunities for SRU engaged faculty scholar–practitioners.
   a. assist Director in the promotion and coordination of annual faculty development workshops and professional development opportunities.
   b. support mini–grant selection committee deliberations and assist in oversight and management of required reporting obligations among award recipients.
   c. provide coordination support and assistance for regional workshops, practitioner gatherings, etc. as appropriate.

4. Promote visibility and steward broad–based recognition and awards of service–learning and community–engaged work at SRU.
   a. assist in establishing and facilitating annual campus civic engagement awards recognizing student leaders in community service, engaged faculty stewards, and community partners.
   b. coordinate annual student Campus Compact Newman Civic Fellowship nominations on behalf of Slippery Rock University.
   c. prepare annual SRU submission to the Presidents’ National Honor Roll for Community Service.
   d. assist Director with information gathering for nominations of eligible SRU faculty members for nationally recognized awards. (Ernest Lynton Award (early career faculty) for the Scholarship of Engagement, and the Thomas Ehrlich Civically Engaged Faculty Award.
   e. assist with additional efforts to make the impacts of community–engaged work and service–learning visible to campus and external community.

5. Other duties as assigned by the Director for Service–Learning and Community Service.
Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

- 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 and assigned tasks.
- 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 in both individual and group settings.
- High degree of maturity and demonstrated follow-through on assigned tasks.

Experience with print/media design (i.e. newsletters, video, social media, posters, other promotional materials).

Graduate Student Outcomes – List the skills/abilities the graduate assistant can expect to learn in this position.

The Service-Learning Graduate Assistant will learn/gain the following
- Direct faculty, staff, and community partner contact involving supporting service-learning and community engagement initiatives.
- History, philosophy, principles and values of the service learning and community engagement movement within higher education.
- Manage human and organizational resources including training, didactic, financial, individual, group, internal, and external constituencies.
- To coordinate and support collective group deliberations and tasks.
- To advise, adhere, and contribute to the formation of policies and procedures related to service-learning.
- 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 year based on satisfactory completion of collectively identified personal and professional skill development goals aligned with the
duties and responsibilities of the position. Future job references may also be provided with strong performance.

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.


Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

- Work Location: Office for Community Service & Service-Learning
- Hours/Week: 18.75 (at least 15 must be executed in office).
- GPA: 3.0
- How to Apply: Please send (via e-mail) a brief narrative of your interest (1–2 paragraphs), and attach your current resume to Jeffrey Rathlef, Director for service Learning and Community Service at jeffrey.rathlef@sru.edu.

Supervisor’s address:
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