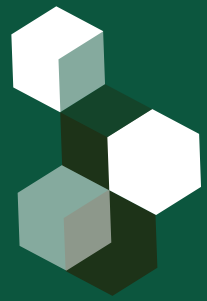


GRADUATE ASSISTANTSHIP FOR CIVIC Engagement



RESPONSIBILITIES:

- Assist in the coordination of service/community projects and/or initiatives, including:
 - Planning and implementation of monthly Action Days
 - Track and report service hours on a semester basis
 - Facilitate office communication between community partners and plan the Community Partners Summit
 - Facilitation of grant application and reporting process for the \$100 Solution Project™
 - Planning annual Alternative Spring Break
- ◆ Serve as secondary advisor to civic engagement student advisory group
- ◆ Assist in planning and implementation of campus wide programming (On Track events, Green & Gold Give Back, iServe Week, Women's Week)
- ◆ Work on special projects to advance civic engagement initiatives such as recognition, outreach, new program research
- ◆ Assist in recruitment and programming for the Civic Engagement LLC
- Assist in overall program assessment
- ◆ Serve as an educational resource to students interested in community service and civic engagement

REMUNERATION & QUALIFICATIONS:

The minimal requirements for a candidate seeking this assistantship opportunity are a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, eligibility to drive on behalf of the State of Arkansas for professional meetings and occasional student travel, and availability to begin working July 6, 2020.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to Kara Johnson at kjohnson40@atu.edu.

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