SF State’s Institute for Civic & Community Engagement (ICCE), is hiring a Graduate Student Assistant for 20 hours per week. All majors are eligible. The student selected will report to, and be supervised by, Dr. Nina Roberts, Faculty Director of Community Engaged Scholarship & Learning.

**PRIMARY RESPONSIBILITIES**

- Support the director in fulfilling tasks relating to faculty development across campus as indicated in the current ICCE Strategic Plan
- Provide administrative, logistical & promotional support for workshops/seminars & related events
- Engage in periodic research (e.g., gather information, organize findings) pertaining to community service learning and civic engagement & scholarly activities at universities across CA and the U.S.
- Explore/research potential content towards creation of faculty-related documents & online resources
- Review Community Service Learning (CSL) course content and faculty research, across campus, seeking unique projects to highlight in ICCE newsletter and showcase online
- Assist director in creating faculty evaluations/surveys & organize results via summary briefings
- Support the ICCE Associate Director with various administrative tasks as assigned
- Perform other duties as assigned

**EXPERIENCE AND QUALIFICATION REQUIREMENTS**

- Enthusiasm for, and desire to gain new knowledge of, civic engagement and service learning
- Excellent written and verbal communication skills; solid analytic skills
- Ability to correspond professionally by email
- Well organized, resourceful, and strong skills in managing projects
- Ability to manage multiple priorities simultaneously (e.g., multi-tasking a helpful skill)
- Advanced proficiency: MS Word, Excel, and PowerPoint; familiarity with Qualtrics (or can learn)
- Strong interpersonal skills; gets along well with others
- Works well independently and produces high-quality work with excellent attention to detail
- Creativity helpful; takes initiative and motivated to learn new skills
- Ability to research information on the Internet and make ‘cold calls’ to obtain information needed

**COMPENSATION & POSITION DETAILS**

- Graduate student (any major) = $16.59/hour
- 20-hours per week; fall 2019 semester (with potential to extend appointment to 05/31/20 pending availability and job performance review)
- Anticipated start date: Thur. Aug. 15, 2019 (flexible work days and hours to be determined)
- Applicants must be currently enrolled as an SF State graduate student at least until spring 2020

**TO APPLY**

- Submit your resume and brief cover letter highlighting your experience, qualifications, and why you are interested in this position addressed to Dr. Nina Roberts and email to: icce@sfsu.edu
- Deadline for applications: Friday, August 9th, 5:00pm *(interviews will occur 8/12-14)*
- Position open until filled