Center for Civic Engagement Graduate Student Assistant

Position Summary: The Center for Civic Engagement (CCE) Graduate Assistant provides support to the staff of the Center. Tasks include providing support to CCE programs and events; creating content for and updating the CCE website and the Launch Social Impact Career Community; assisting with the promotion and tracking of Community-Based Learning (CBL) courses; assisting in the stewardship of community and Drew partnerships for Action Scholar placements; mentoring less-experienced CCE student staff, including Drew Action Scholars (DAS) Mentors; assisting with CCE data collection; providing support to the Launch Social Impact Career Community, and providing support to the Center staff as needed. The position reports to Amy Sugerman, Assistant Director of the CCE.

About the CCE: The mission of the Center is, “to connect education and action for the common good.” It was established in 2008 to infuse civic engagement as a value and practice throughout the university. The Center connects community-focused, experiential education across all of Drew’s Schools, while also strengthening student-led community engagement outside the classroom. The Center’s signature programs are the Action Scholars Program and Civic Scholars Program, academic and co-curricular scholarship programs for undergraduate students committed to community, innovation, and global impact; and Community Based Learning (CBL) courses, which connect academic learning with work in off-campus community organizations.

Duties and Responsibilities:

● Assist the CCE in promoting and raising awareness of its mission through its website, and other platforms. Provide guidance to student staff managing the Center’s presence on social media sites.
● Assists the Launch Social Impact Career Community (SICC) Coordinator with support for events and with content writing for the SICC on Launchpad.
● Assist with schedule development, communication with CBL faculty, and marketing of CBL courses. Administer collection of student participation forms, and track and report student participation in CBL courses.
● Assist with managing transportation logistics for Drew students engaged in CCE sponsored community-engagement programs.
● Assist with setting up and supervising First Year Action Scholars placements.
● Provide mentoring and professional development opportunities for DAS Mentors and less experienced CCE staff
● Provide support to CCE programs, workshops and events as needed.
● Review and report the volunteer service hours completed by Drew University community members, including Civic Scholars, Action Scholars and other individuals and groups.
● Other tasks as assigned and as time permits.

Qualifications:

● Demonstrated commitment to civic engagement and enthusiasm for volunteering.
● Prior work experience in an office setting, and preferably in a student-facing higher education role.
● Excellent oral and written communication skills.
● Self-motivated and able to work independently.
● Punctual, detail-oriented and organized.
● Basic Google Suite and Microsoft Office skills, including with Sheets and Excel.
● Some experience with digital media and social media are preferred.

Time Commitment and Schedule:
The position requires 10 to 12 hours of work per week. Hours can be flexible but they must be on a regular, scheduled basis. Some evenings and weekends required. Preference will be given to candidates able to commit to a full academic year.

**Pay Rate:** $12.50 per hour (TBD)  
**Start Date:** Mid to late August (TBD)

**To Apply:** Email a letter of interest, resume and contact information for three references to Amy Sugerman at asugerman@drew.edu. Applications accepted until position is filled.