



DEPARTMENT OF
CAMPUS INVOLVEMENT

Connecting Students, Campus and Community

ST. CLOUD STATE UNIVERSITY

Position Description

Program Adviser Graduate Assistant Civic Engagement

Educational Objectives: To provide the graduate student with practical experience in Student Life & Development – specifically Civic Engagement. Emphasis will be in the areas of university and community relations, special event planning, marketing, and assessment. The Program Adviser will work with students and the department focusing on skills development in the following areas: administration, data management, volunteer recruitment, public relations/communications, leadership development, education, facilitation, evaluation and assessment of volunteer service, community engagement, and academic service-learning initiatives. There are opportunities to establish working relationships with various campus and community organizations and constituents.

Using the learning contract, along with their immediate supervisor, the GA Program Adviser will design and plan structured strategies which will result in building these essential student affairs competencies:

- Advising & Helping
- Assessment, Evaluation, & Research
- Equity, Diversity, & Inclusion
- Ethical Professional Practice
- Event Planning & Management
- History, Philosophy, & Values
- Human & Organizational Resources
- Leadership
- Personal Foundations
- Student Learning & Development

Specific Program Responsibilities:

- Promote opportunities for and benefits of co-curricular service and community engagement through creative marketing and consultation
- Facilitate presentations for a variety of on and off-campus audiences to increase awareness of Department of Campus Involvement services and programs
- Serve as lead organizer for a variety of unit programs, including but not limited to: Spring Break Service trips, service and information Fairs, item Drives, volunteer recognition activities/events, and Scholarships.
- Coordinate the development and dissemination of a volunteer opportunities Service Bulletin
- Attend department, division, and University meetings and planning sessions in order to assist with strategic short and long term planning for campus civic engagement efforts
- Co-advise student service organization(s) – campus service club(s)
- Advise and mentor Program Assistant Interns in specific program and project initiatives
- Assist with coordination of program/department evaluation and assessment processes
- Serve as a co-leader for one Spring Break Service trip (as needed)
- Provide service and engagement resource and referral information for a variety of constituents
- Develop and maintain relationships with local agencies and organizations
- Assist in maintaining the Civic Engagement and Campus Programs portion of the departmental website
- Assist in developing budgets for and tracking program expenditures for individual projects
- Complete special projects/initiatives assigned by the Associate Director for Civic Engagement and Campus Programs

General/Overall Department Responsibilities:

- Actively seek out and participate in ongoing professional development
- Aid in risk management, conflict resolution and problem solving among constituent groups
- Apply student development theory in your daily work
- Attend required weekly meetings (i.e. dept., 1-on-1's, etc.)

- Build and maintain relationships with a variety of constituent groups
- Collaborate internally and externally to accomplish program goals
- Communicate professionally and effectively with others
- Develop a working knowledge of University and Departmental policies and procedures
- Develop and present workshops on topics related to mission of office/department
- Educate oneself about social justice and inclusion
- Engage in ongoing assessment practices
- Engage in program planning which is inclusive, represents best practices, current trends, and remains within budget parameters
- Engage in research necessary to successfully accomplish program objectives
- Participate in required department-wide events, trainings, and conferences
- Provide advisement and mentor Program Assistants and other students
- Report violations and concerns immediately to supervisor
- Represent the department, division and University in a professional and positive manner
- Serve on University-wide committees as appointed
- Utilize technology available and required to fulfill duties

Supervision: The Associate Director provides supervision, advising, and training. Some activities will involve direct supervision, while others will require independent work with little supervision. A learning contract will be developed with the supervisor. At the end of each semester a review of competency development will occur. GA Program Advisers will also be required to attend regularly scheduled staff meetings.

Appointment Length, Dates & Hours:

The appointment occurs from August 6, 2012 – May 3, 2013, with continuation for a second year commitment if circumstances permit and are amenable to all parties. Position averages 20 hours per week. Hours and expectations vary according to department and program needs. Some early mornings, evenings, and weekends are required.

Compensation:

\$10,000 per academic year. In addition to the salary/stipend, full-time graduate assistants are eligible for a tuition waiver. The tuition waiver covers up to and including eight graduate credits per semester for the academic year and in-state tuition for any remaining credits. GA Program Advisers also have professional development opportunities – which may include attendance at local/regional/national conferences as approved by supervisor.

Qualifications: A Bachelor’s degree from an accredited institution and admission to a graduate program at St. Cloud State University. Significant experience in civic engagement or service-learning, event planning, project management, and advising preferred – including working with students, community partners, faculty, staff, and student organizations. Students pursuing the field(s) of higher education, student affairs, public administration, counseling, or related fields preferred. Excellent organizational, program planning and projection, and oral and written communication skills required, along with a willingness to learn, accept feedback, and provide direction to undergraduates. A student must be admitted to the School of Graduate Studies, be in good academic standing and be enrolled full-time each semester of the appointment. International students, as well as U. S. citizens and residents, are eligible to apply. Must be in good standing with the University and consent to a Code of Conduct & /or background check as well as a reference check.

To Apply: Screening of applications will begin on January 9, 2012 and will continue until position is filled. Apply by sending a cover letter, resume, and 3-5 references including names, relationship to you, email, and telephone number to: **Beth Knutson-Kolodzne, Associate Director, Department of Campus Involvement,** beknutsonkolodzne@stcloudstate.edu.