Graduate Assistant for Student Civic Learning: Civic Dialogue
Paid Graduate Assistantship for Academic Year 2022-2023

Internship Overview
The Gephardt Institute for Civic and Community Engagement is hiring a paid graduate student assistant to serve as a Graduate Assistant for Student Civic Learning. This position will assist with the logistics and facilitation of a weekly on-campus civic dialogue event.

The weekly event is a casual drop-in event that has a weekly theme with dialogue prompts related to that theme. The Gephardt Institute often partners with student groups and other campus units to collaboratively determine the theme and questions of the week. Previous themes have included history, leadership, responsibility, rest, sustainability, identity, and how all these relate to the practice of democracy. Example prompts related to the theme of conflict include: What does conflict mean to you? What do you value in a community? How does your understanding of conflict fit into those values? When thinking about entering a conflict conversation with someone, what strategies do you use? How do you prepare for that conversation? How do you repair harm in a relationship? Each event also offers food for participants. These events offer a weekly space for WashU students to connect with their peers, learn about important civic issues, and practice the essential civic skill of dialogue. All Gephardt Institute programs are nonpartisan and designed to be ideologically inclusive.

The Graduate Assistant for Student Civic Learning will report to the Associate Director for Civic Engagement and will collaborate with staff, faculty, students, and community partners in the development and implementation of Gephardt Institute programming. Assistants for Student Civic Learning work alongside other graduate assistants on civic programming and student engagement.

Responsibilities include, but are not limited to, the following:

- Support design and development of the weekly event. This includes researching best practices from other institutions that host similar series and determining potential partners and themes for each week.

- Collaborate with other Gephardt Institute student and professional staff on aligning the event with the Gephardt Institute Theory of Change, assessing impact, and retooling curriculum design accordingly.

- Manage coordination with partners to finalize event logistics. This includes researching vendors for food, scheduling, managing contracts, space reservation and set up, agenda development, and preparing materials.
• Implement the weekly event. This entails: setting up the event with materials, food, and seating; welcoming students to join the conversation, prompt and facilitate conversation on important “big picture” civic topics, such as history, leadership, responsibility, rest, sustainability, identity, and how all these relate to the practice of democracy; holding space for a variety of lived experiences and perspectives; navigating disagreements among students while modeling and teaching civic dialogue skills.

• Contribute to evaluation and assessment efforts related to the events. This includes working the Gephardt Institute team on designing, implementing, and/or collecting data from participants and program partners. This may also include providing insight into logistics management to improve program efficiency, effectiveness, and equity.

• Manage communications related to the weekly event. This includes documenting experiences through photos and stories, and collaborating with the Marketing and Communications Manager in the development of communication materials, strategy, documentation, and follow-up storytelling.

• Support cultivation and maintenance of campus partnerships with campus units, student groups, and alumni that may support student events. This includes existing partnerships and new collaboration requests.

• Contribute to the Gephardt Institute team as a thought partner and team member to support overall goals of the initiative.

• Perform other duties consistent with the purpose of the position as assigned.

Serve as an essential member of the Gephardt Institute staff:

• Attend staff kick-off retreat and monthly staff meetings for ongoing professional development and institute-wide coordination.
• Support Gephardt Institute office efforts including staffing the reception desk and supporting special events.
• Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
• Write a semester report each semester.
• Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

Desired Qualities of Successful Candidates

• Experience with event coordination and/or logistics
• Strong organizational, problem-solving, project management, and event planning skills
• Keen attention to details
• Initiative and professionalism
• Strong interpersonal and written/verbal communication skills
• Enthusiasm for democracy, civic engagement, and dialogue
• Energy, vision, creativity, sense of humor, sound judgment, tolerance for ambiguity
• Ability to function both independently and collaboratively in team-based environment
• Ability to establish and maintain collaborative relationships with staff, faculty, students, and community partners
• Enthusiasm and ability to work in a dynamic environment with multiple audiences and priorities
• Commitment to maintaining a nonpartisan and inclusive approach to all programming and communication strategies

Eligibility

Washington University students who will be graduate students during the 2022-2023 academic year are eligible to apply. All disciplinary backgrounds are welcome. Students must be in good standing with the university and cannot be on academic probation.

Time Commitment

During the 2022-2023 Academic year, the Graduate Assistant is expected to work approximately 10-15 hours per week. Weekly time commitment may fluctuate depending on responsibilities. Hours are flexible based on student’s schedule, and generally occur between 8:30 a.m.-5:00 p.m, Monday through Friday.

Working Conditions

This position involves frequent lifting and moving of event supplies and furniture. This position also requires the ability to travel to on- and off-campus locations. Work is primarily conducted in-person at Stix House, the Gephardt Institute’s campus location.

Compensation

The Gephardt Institute’s starting pay rate for graduate students is $15.50 per hour, payable bi-weekly. Applicants with previous full-time professional experience (including national and international service such as AmeriCorps, Teach For America, and Peace Corps) may request a higher starting rate.

Duration

The internship is for the 2022-2023 academic year, with the possibility of renewal the following year if mutually desired.

Application Process

Application review will begin on Monday, August 22 at 8:30 am and further applications will be accepted on a rolling basis thereafter. To apply, please complete a staff application form through the Gephardt Student Internship Program website as well as a resume and a cover letter. If you have any questions about the position or process to apply, please contact Alannah Glickman at aglickman@wustl.edu.