Preference will be given to applicants who submit a resume and cover letter to vissers@cofc.edu by December 17th at 12pm. Priority deadline applicants will be notified of selection for an interview by December 21st. The deadline to apply is January 5th.

Civic Engagement Graduate Assistant

Job Purpose
The Graduate Assistant will work to build the capacity of the Center and its programs as we work to contribute to the holistic development of College of Charleston students and to cultivate in them a passion for positive social change through the use of education, service, and critical reflection.

Guidelines and Supervision
Reports to the Associate Director of the Center for Civic Engagement. Must have the skills and ability to work and make decisions independently with minimal supervision. Must be able to form successful working relationships with faculty, students, staff, and local organizations. Must be team oriented and collaborative. Must be willing to work occasional nights or Saturdays.

Areas of Focus:
- Serve in an administrative support role to the Center for Civic Engagement.
  - Guarantees procedural compliance with the National Bonner Foundation through a web-based reporting software.
  - Conducts regular website maintenance.
- Facilitates assessment training, recruits external evaluators, and conducts basic data review and analysis. Produces and maintains records, reports, and documentation of office-wide developmental outcomes and assessment analysis.
- Maintains and updates volunteer database. Oversees volunteer@cofc.edu email.
- Participates in weekly staff meetings to support consistency and sustainability in programming efforts. Meets with potential volunteers to discuss service opportunities and respond to inquiries regarding service involvement.
- Supports QEP Day of Service, Recurring Service programs, and other educational and service-based opportunities.
- Builds center capacity and expands outreach of CCE with creation of educational content, community partnerships, and direct service programming designed for graduate student populations.