INTERESTED IN CIVIC DEVELOPMENT & COMMUNITY ENGAGEMENT?

APPLY FOR THE CCESL GRADUATE ASSISTANT POSITION

What is CCESL? The Center for Community Engagement and Service Learning (CCESL) leads the campus in embracing the University of Denver’s commitment of “being a great private university dedicated to the public good.”

Our mission is to educate, engage, and equip the campus community to accomplish tangible, public work that improves the lives of people in our communities. We value the public good, inclusive excellence, and, as part of higher education’s civic mission, building community capacity and engagement.

CCESL is part of the division of Undergraduate Academic Programs and reports to the Associate Provost for Undergraduate Academic Affairs.

What Will the CCESL Graduate Assistant Do? The CCESL Graduate Assistant (GA) will work with the CCESL Associate Director to provide assistance and support primarily to the Public Achievement (PA) program. The GA will serve as a program coordinator/manager for the PA program and will support the approximately 15-20 undergraduate and 5-10 graduate students who participate. In PA, DU students serve as coaches and work closely with a group of high school students from one of CCESL’s partnering schools to identify social justice issues that students care about within their school and community. Under the guidance of graduate team leads, coaches guide high school students through the community organizing process over the course of the academic year incorporating civic skills, such as public speaking, relationship building, issue identification, and taking public action. Together, teams conduct community-based research and carry out a public work (service-learning) project to address the issue they identified. In the past, students have addressed issues such as school bullying, police harassment/racial profiling, healthy school lunches, uniform codes, and much more. The GA, in partnership with the Associate Director, will provide oversight of the program serving as mentor and support to participating DU students, serving as a liaison to all partners (high school teachers/administrators, community partners, etc.), plan and implement trainings and special events, contribute to budget planning, grant writing and more. To learn more about PA, visit http://www.du.edu/ccesl/development/public_achievement.

While the GA’s primary responsibilities will be with PA, this person will also contribute to all CCESL student programs across CCESL’s four initiatives, which include service, civic development, community-engaged learning and community-engaged scholarship. To learn more about CCESL and our initiatives, please visit http://www.du.edu/ccesl/about. This may include providing on site assistance to student programs when needed and where appropriate, researching community-engagement programs at other institutions to inform DU’s program structure, compiling training materials and other resources, and collaborating with CCESL staff to create/revise program manuals, timelines, partnership documents, marketing materials, and more.

Graduate students with an interest in social justice programming, community-engaged work/community organizing, academic connections and college student development will be particularly well suited to support these programs.

Responsibilities of the CCESL Graduate Assistant will include:

Responsibilities related to Coordination of Public Achievement program:

- Mentoring PA coaches and team leads and providing guidance about the Public Achievement process (training on the process is provided), how to engage successfully with urban youth, building cultural competency, developing goal driven lesson plans, and other skills related to the program.
 Providing on site leadership to DU coaches and team leads working at PA partner schools in Denver.
 Helping plan and/or lead orientation, retreat and training sessions for PA coaches and team leads throughout the year.
 Lead the planning and implementation (with support from other PA staff and the Associate Director) of PA special events including MLK Day Events, a PA Summit, PA end-of-year Project Unveiling and the annual statewide PA Conference (hosted in collaboration with the University of Colorado-Boulder, Colorado State University and Colorado College).
 Co-facilitating, with the Associate Director, weekly meetings with DU graduate team leads to check-in, ensure program integrity, trouble-shoot/problem-solve any issues that arise and plan ahead.
 Communicating with teachers and school administrators regularly to plan for Public Achievement and maintain partnership between CCESL and partner schools.
 Assist DU student teams in connecting their high school participants to community-based organizations addressing the social justice issues they've identified for their projects.
 Assisting with the implementation of program assessment, which may include surveys and focus groups.

Duties Relevant to Other CCESL Programs:
 Developing and conducting a needs assessment for CCESL’s service initiatives (through meetings/focus groups with campus constituents), including exploring opportunities to engage graduate students in service.
 Conducting literature reviews and creating annotated bibliographies for programs.
 Developing mini-workshops for use across CCESL student programs, examples include understanding root causes of social justice issues, community service best practices, etc.
 Coordinate CCESL programs as well as other campus partners interested in participating in the Denver MLK Marade in January 2015.
 Serving on the planning committee for the annual Undergraduate Research & Scholarship Symposium, a collaborative event hosted by CCESL and other programs in the Undergraduate Academic Program division (e.g. Undergraduate Research Center, Writing Program, etc.).
 In collaboration with CCESL staff, creating structures to support and engage with CCESL alumni.
 Dependent upon the candidates interests/skills, opportunities to lead center-wide trainings or assist with workshop facilitation will also be available throughout the year as well as other special events as they arise. Events might include the annual Community Organizing Institute, Work on Purpose Workshop, etc.
 Assist CCESL staff in developing program goals, objectives and outcomes for programs and tracking possible grant opportunities. Assist in completing grant applications (where appropriate and interested).

General CCESL Staff Responsibilities:
 Attend weekly staff meetings as interested/available.
 Contribute to strategic planning, evaluation/assessment, marketing/communication, quarterly newsletters, and other activities to ensure the health and effectiveness of the center.
 Representing CCESL at university events, official functions and tabling.
 Related work as required or assigned.
Terms of Assistantship & Work Schedule

- This is a half-time (20 hours/week) position.
- The Assistantship’s desired start date is June 1, 2016 however, a September 1, 2016 start is also possible.
- 12-month GRA position with a $2,222/month stipend (non-benefitted, no tuition)
- Graduate Assistants are expected to create a weekly schedule each quarter with the majority of hours occurring during normal business hours, however the position is flexible and weekly hours can/may shift to accommodate student’s needs/interests as well as center needs. The GA will negotiate their schedule with the Associate Director.
- Occasional weekends and evenings are required when special events or trainings are planned.

What are the desired qualifications?

- Experience in or willingness to develop the skills to thoughtfully review program structure and materials and assist with needs assessment, evaluations and program redesign.
- Ability to manage event logistics, including developing registration and marketing materials
- Excellent oral and written communication skills.
- Event planning experience is a plus
- Strong attention to detail and ability to set and meet deadlines.
- Good organizational skills
- Community organizing and/or civic engagement experience
- Commitment to social justice issues and translating values into action
- Understanding of and/or willingness to develop cultural humility, i.e. the ability to move beyond difference and unfamiliarity in order to work successfully in the community.

APPLICATION PROCESS:

Please submit a resume and cover letter to CCESL Associate Director Cara DiEnno (email preferred). In your cover letter please share your interest in the position as well as how you meet or will work toward the desired qualifications.

Applications will be accepted on a rolling basis until the position is filled.

Contact cara.dienno@du.edu with questions or for more info.

MORE INFO: www.du.edu/ccesl/