Civic Engagement & Public Service Graduate Assistantship

To apply: Send your resume and cover letter directly to HED.GradJobs@du.edu with “MSU Civic Engagement” and your last name in the subject line.

Application Deadline: January 15, 2020

Overview of Department
As MSU Denver seeks to be the national leader in educating students for tomorrow's careers, the intent of the Classroom to Career Hub is to be forward-thinking and ensure programs are aligned to Colorado workforce development trends. With an ambitious goal of engaging 100% of students in robust career planning in the next three years, the University is committed to creating services that are scaled, highly evaluated, and focused on the specific needs and interests of MSU Denver students. To that end, successful team members think critically about MSU Denver student demographics and their respective career planning.

Together, career development and civic engagement programs provide students with a comprehensive approach to career development. The Classroom to Career Hub intentionally blends curricular and co-curricular programs, events, and activities to leverage student participation and support career outcomes. Civic Engagement programming through the C2 Hub will focus on the Puksta Scholarship Program, involvement with the American Democracy Project (including preparation for the 2020 election and census), PeaceJam programming, and continued support for the development of the Hart Center for Civic Engagement.

Overview of Position
The Civic Engagement & Public Service Graduate Assistant plays a key role in helping the Classroom to Career Hub staff in accomplishing our mission. Once trained, the GA will work closely with all Civic Engagement programs mentioned above to support students and programming campus-wide. Additionally, the GA will serve as a liaison for our Earn & Learn pilot program focused on paying students in their unpaid public service internships. The GA will be supervised by the Industry Navigator for Civic Engagement and Public Service Career Pathways, who will provide supervision meetings regularly.

Responsibilities
• Program support for the Puksta Scholars Program, a state-wide leadership development program with an emphasis on developing civic leadership skills.
• Coordinate and conduct professional development sessions for both Puksta and Earn & Learn participants
• Design and present workshops to associated majors focused on civic engagement career planning
• Assist the Industry Navigator with the planning, marketing and implementation of all Civic Engagement and Earn & Learn programming:
  o Lunch & Learn Sessions, Earn & Learn Orientations, Impact & Innovation Showcase, PeaceJam Conference, Campus-wide events.
  o Support: Career Lab, Resume Reviews, Industry Team (as needed)
• Student and administrative support for the program needs of Earn & Learn
• Utilize Career Link, online career opportunity database, to capture career development activities for respective students.
• Attend staff trainings and relevant meetings
• Serve as liaison to the American Democracy Project
• Other duties relevant to the Classroom to Career Hub

Compensation and Hours
• 10-15 hours/week Assistantship
• $7,250/year
• 12 credits of tuition at the University of Denver

**Desired Skills and Competencies**

• Self starter, motivated
• Excellent interpersonal communication and listening skills
• Ability to work well independently and in groups
• Strong outreach and presentation skills
• Creative, ability to develop new ideas and initiatives
• Experience working with and advising diverse groups of students
• Excellent organization, time management skills
• Adept with technological applications (Microsoft Word, Sharepoint, and Excel)