On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: Now until position is filled

Job Description (No Clerical duties permitted):
UMass Civic Engagement & Service-Learning (www.cesl.umass.edu) works with faculty and staff across the UMass Amherst campus, and in local communities, to develop and support curricular service-learning and civic engagement opportunities. This includes implementing the CESL Faculty Fellows program, overseeing of the Civic Engagement (CE) and Service-Learning (SL) SPIRE designation process, as well as overseeing the Certificate in Civic Engagement & Public Service and several other programs, organizing and conducting information sessions and workshops, gathering and analyzing data and other related activities.

This position is for a minimum of 10 hours per week; there is a strong probability that funding will be for 20 hours per week. Duties will include some combination of the following, depending on the number of hours funded. Work with the Associate Director and other staff to support:
- the CESL Faculty Fellows Program (including presence at the meetings 1/month, Fridays, 12-2:30)
- faculty who currently teach CE/SL courses
- the course designation process
- outreach to faculty who are interested in teaching CE/SL courses
- community partnerships
- the collection and analysis of data related to SL/CE instruction and community partnerships, and
- other duties as assigned.

Experience Required:
Required qualifications include:
• Strong written and oral communication skills
• A high level of initiative and self-direction
• A strong ability to participate as part of a team
• Ability to balance the big picture with attention to detail
• A strong commitment to education for social justice

Desired qualifications include:
• Experience with service-learning as a student, teacher, or facilitator
• Experience teaching
• Experience working in a community-based organization

Additional Information: Appointment will be from 10 to 20 hours/week at a stipend of $24.38/hour, for a total of from $9,264.40 to $18,528.80. To apply, please submit letter of application along with resume.

Dates of Appointment: From 09/06/15 To 05/28/16

Hours/Wk 10  Stipend $ 24.38

How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name: Civic Engagement & Service-Learning  Contact Person: Eva Hull

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