



DukeEngage Graduate Assistant – Evaluation & Assessment

DukeEngage empowers students to address critical human needs through immersive service, and in the process transforming students, advancing the University’s educational mission, and providing meaningful assistance to communities in the U.S. and abroad. Each year, DukeEngage fully funds approximately 435 Duke University undergraduates who wish to take part in 8-week community-driven projects that help address issues of local community concern during the summer. During the 2017-18 academic year DukeEngage graduate assistants will work with DukeEngage staff to support a range of projects.

Sample duties may include:

- Develop and maintain a database of past survey records
- Assist assessment and evaluation team with the development of report templates and outlines
- Assist with reporting for DukeEngage data and analysis
- Assist with an international partner conference in November 2017
- Provide other administrative and event support DukeEngage activities and outreach focused on our student leadership group, the “guiDEs”

Work Schedule and Compensation: While each student’s work-study allocation will determine the number of hours worked and work schedule, we anticipate that graduate assistants will work between eight to 12 hours per week. Availability for occasional early evening and weekend work is required. Applicants must be available to provide planning and on-site support for Program Staff Training on Monday, May 7th, 2018 as well as the Fortin Foundation DukeEngage Academy Tuesday, May 8th and Wednesday, May 9th. DukeEngage graduate assistants are federal work-study positions, paid at \$15/hour. Graduate assistants will submit bi-weekly time reports and pay will be based on actual hours worked.

Reporting: DukeEngage graduate assistants will be employees of DukeEngage. Staff will screen and interview applicants, make work assignments, provide training and ongoing support, and collect time reports. Graduate assistants will be expected to attend an orientation and develop a work-plan with a supervisor.

Qualifications: Candidates must be able to provide a Duke University work-study verification form showing a federal work-study allowance for the 2017- 2018 academic year. Ideal candidates will have many of the following experiences, skills, and characteristics:

- Interest and passion for civic engagement
- Excellent writing skills
- Excellent organizational and communication skills
- Experience with qualitative and quantitative data
- Volunteer or nonprofit experience
- Experience working OR “Ability to work” independently of direct supervision
- Experience working with community partners, faculty, staff, and undergraduate students

How to Apply: Please send a short resume and brief cover letter highlighting relevant experience to Jacki Purtell, Assistant Director for Assessment & Evaluation, at jacki.purtell@duke.edu. Please state the (expected) amount of your federal work-study allowance for 2017-2018. Please no phone calls.