



# DukeEngage

## DukeEngage Training & Student Development Graduate Assistant

DukeEngage empowers students to address critical human needs through immersive service, 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 program staff to support a range of projects.

### Sample duties may include:

- Provide administrative support for program team activities and outreach
- Assist in the development of training materials and program resources
- Create content, support, and implement components of the DukeEngage social media and communications strategy
- Research best practices for program training & student development in order to create possible reflection and training materials for program leaders
- Create and/or maintain databases and records; analyze evaluation data upon request
- Assist with desktop publishing, website updates, and multimedia editing
- Represent DukeEngage program staff at on-campus meetings and events
- Assist with supervision and communication of the guiDE program and facilitate effective project outcomes with DukeEngage alumni undergraduate leaders

**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. 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. 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 7<sup>th</sup>, 2018 as well as the Fortin Foundation DukeEngage Academy Tuesday, May 8<sup>th</sup> & Wednesday, May 9<sup>th</sup>, 2018. [DukeEngage Graduate Assistants are often taken into consideration for summer positions as program Site Coordinators.](#)

**Reporting:** DukeEngage graduate assistants will be employees of DukeEngage. The program 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 program team 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
- Event planning experience
- Excellent organizational and communication skills (experience with desktop publishing and web-based communications tools like MailChimp, Prezi, Piktochart, and Canva is a plus)
- Volunteer or nonprofit experience
- Experience working OR “ability to work” independently of direct supervision
- Experience working with undergraduate students

**How to Apply:** Please send a short resume and brief cover letter highlighting relevant experience to Meredith Casper, Assistant Director for Training & Student Development at [mlc68@duke.edu](mailto:mlc68@duke.edu). Please state the (expected) amount of your federal work-study allowance for 2017-2018. Please no phone calls.