Campus Involvement Center

**Position:** Graduate Assistant for Community Engagement  
**Remuneration:** $11,000 (stipend) Tuition waiver for those enrolled in the CSP program in Higher Education  
**Contact Person:** Barbara Harrison, Assistant Director Campus Involvement Center, Division of Student Affairs.

**Position Description:**
The Graduate Assistant will assist in the coordination and implementation of outreach services provided by the community engagement program within the Campus Involvement Center. Specific responsibilities include:

- Supervise 8 community ambassadors, hold regular one on one meeting, and provide performance evaluation and feedback to CAs.
- Assist in the planning and implementation of campus wide community service projects and events for the year.
- Plan and implement annual community based organizations volunteer fair and annual off campus housing fair.
- Develop resources (social media/website and printed) for students making the transition from on campus to off campus life.
- Co-facilitate weekly community engagement staff meetings with CAs.
- Assist in the tracking of community engagement programs and services.
- Maintain 20 hours per week office hours.
- Attend bi-weekly campus involvement center meetings and weekly meetings with supervisors.
- Assist in preparing students to live independently off-campus in the Athens community.
- Developing informational resources for off-campus students (e.g., rights and responsibilities, city ordinances, solving landlord or roommate conflicts, etc.);
- Develop community building experiences & events that bring together resources for off-campus living; 
- Be an active participant in partnering with city officials, neighborhood association members, and city wide committees regarding events related to the goals of the off-campus living program.
- Some evening and weekend work required;
- Must be able to participate in staff orientation for both CIC and CA staff during the week prior to the beginning of Fall Semester.
- Must be able to participate in facilitating CIC Fall opening weekend activities and other major events sponsored by the CIC throughout the year.
- Attend bi-weekly CIC professional staff meeting and weekly Off Campus Living staff meetings as well as a supervision meeting weekly with the Assistant Director.
- Fulfill other duties as assigned.

Questions regarding the above position should be directed to Barbara Harrison, Assistant Director Campus Involvement Center – 740-593-4098 – harrisob@ohio.edu

**This position is currently filled for the 2017-2018 academic year.**

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for up to four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.