Center for Community Service Graduate Assistant Job Description

The Auburn University Division of Student Affairs is currently seeking a half-time appointment (20 hours per week) for a Graduate Assistant (GA) for the Center for Community Service in the Office of Student Involvement. The GA will assist the Coordinator of the Center for Community Service with advising for the four main service programs: Alternative Student Breaks, Auburn University Dance Marathon, Beat Bama Food Drive, and IMPACT. The GA will also assist with the functioning of the Campus Food Pantry, a joint initiative in the Division of Student Affairs with the Office of Student Conduct.

The GA will be expected to be involved with the Division of Student Affairs and University at varying levels. Such involvement includes serving on committees, working on special projects, and undertaking special assignments. The Center for Community Service is a fast-paced, high energy department that promotes volunteering, philanthropy, and social change.

General Duties (including but not limited to the following):

A. Advising and working with student leaders;
B. Providing direction and guidance to student leaders as they plan projects assisting with program advisement, development and planning, publicity, production, assessment, and budget preparation and management;
C. Serving as a resource to students;
D. Participating in staff trainings and meetings;
E. Participating on committees and other programs promoting the Division of Student Affairs, the Office of Student Involvement, and/or Auburn University;
F. Other duties as assigned. This position will require occasional weeknight and weekend hours.

In addition to the general duties stated above, the specific responsibilities & expectations of the Center for Community Service GA position include but are not limited to the following:

A. Directly advise four key programs: Alternative Student Breaks, Auburn University Dance Marathon, Beat Bama Food Drive, and IMPACT;
B. Assist with the planning and implementation of all CCS events, programs, retreats and leadership training;
C. Provide supervision at and for all CCS projects;
D. Attending one or multiple academic break service trips as staff supervisor for Alternative Student Breaks;
E. Assist with the coordination of risk management and facility requests;
F. Responsible for branding and social media efforts of Center for Community Service;
G. Assisting and researching other service opportunities on or off campus for students to be involved in;
H. Serve as a resource to students and a vital member of the Center for Community Service team.