Center for Student Engagement

Graduate Fellow: Assistant Program Coordinator

BASIC FUNCTION AND RESPONSIBILITY:
Provide administrative support and assist in programmatic planning and execution that enhances the GW undergraduate and graduate student experience; fosters collaborative partnerships that advance student and academic support programs; and creates, develops, and sustains innovative programs that produce positive student outcomes inside and outside of the classroom.

DEPARTMENT FUNCTION AND RESPONSIBILITY:
The Assistant Program Coordinator (APC) is considered part of the Center for Student Engagement’s professional staff. Specifically, the APC serves as an advisor and has input in policy. The relationships between an APC and supervisors and more experienced staff have a mentorship component so that when the APC leaves the position, they have a sense that they have been invested in as a professional and, as a result, have developed skills that they will carry away with them into future professional roles.

DUTIES AND RESPONSIBILITIES:
• Support the mission of The George Washington University, the Division of Student Affairs, and the Center for Student Engagement (CSE)
• Support team initiatives within the CSE
• Create and follow a schedule, including office hours when you will be accessible to students and staff
• Maintain a relationship with supervisor through regular one-on-ones, at least once every two weeks
• Works with other University departments in the implementation and planning of programmatic efforts.
• Participate in and support division-wide events as designated by supervisor
• Participate in staff training and development including, but not limited to: August student staff training, in-services throughout the academic-year, and January student staff training
• Participate in department meetings and functions including, but not limited to, CSE professional staff meetings, committee meetings, by year meetings and search processes
• Advise approximately 15 student organizations
• Responsible for the specific projects and initiatives associated with the team to which the Graduate Fellow is assigned, i.e. Special Populations, SUMMIT, Student Involvement, Marketing, Mount Vernon/First Year.

RELATED DUTIES:
• Participate on internal and external committees to provide input and receive feedback on issues
• Perform special projects assignments
• Enhance professional knowledge and skills by attending training sessions, workshops and seminars and reviewing published literature
• Perform other work-related duties as assigned
• Availability nights, weekend and semester breaks

SUPERVISION RECEIVED:
• Administrative and functional supervision provided by a full-time professional Center for Student Engagement staff member.

QUALIFICATIONS:
• Availability nights, weekends and semester breaks
• Highly motivated, self-directed, mature, and flexible; with a desire and ability to work with diverse populations
• Highly developed organizational skills, proven ability to stay on task, meet deadlines, and follow through on assignments
• Must be registered as a graduate student in good standing in a George Washington University degree-granting graduate program
• Represent GW in a professional manner, i.e. behavior, language, attire
• The judicial record of candidates will be considered during the application process, and when necessary will be discussed with candidates. Generally, students scheduled to be on probation during the term of employment will not be selected for employment.

TERM OF EMPLOYMENT:
• Graduate Fellows are required to return to GW on designated dates prior to the beginning of fall and spring semesters to participate in staff development training. Important dates include:
  o August 10, 2015 – Graduate Staff Training begins
  o December 21, 2015 at 12pm – Graduate Staff depart for winter break
  o January 4, 2016 – Graduate Staff Winter Training begins
  o May 20, 2016 – Graduate Staff depart for summer break
• Work up to 25 hours per week, 40 weeks per year.
• Remain at work until at least the Friday following Commencement in the spring semester

REMUNERATION:
• Students will receive an hourly wage of $15.00 per hour.
• Training and professional development opportunities.
• Invitation to special events.
• Hands-on professional experience.

APPLICATIONS:
• Submit Resume and Cover Letter to Selection Committee, Center for Student Engagement at csejobs@email.gwu.edu.

This position is subject to a background check which includes Credit, Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, Sex Offender Registry Search, and Prior Employment Verification.

GW IS AN AA/EEO EMPLOYER