



## Graduate Assistant Job Description

**Job Title: Community Engagement Graduate Assistant**

**Department: Center for Community Engagement**

**Reports to: Dr. Liz Todd Byron, Director of Community Engagement**

### **Summary:**

*The purpose of this position is to support the institutionalization of community engagement at Bellarmine University through curricular and cocurricular programming.*

### **Essential Functions:**

#### ***Major Tasks and Responsibilities***

- Provides administrative support for the Carnegie Working Group made up of faculty, staff, students, and community partners for the AY23 application. (3-4 hours per week)
- Advises the Knights Pantry Executive Board of students and monitors both food pantries in Centro and Terzo Residence Hall for statistical data entry, warehouse ordering, and health code practices. (3 hours per week)
- Coordinates community engagement experiences for the annual Alternative Spring Break trips focused on food security, racial justice, healthcare access, LGBTQ+ rights, and education access in the local and regional area. (3 hours per week)
- Develops and expands mutually beneficial and sustainable partnerships with community organizations throughout Louisville and the region. (3 hours per week)

### **Required Qualifications:**

Must be a regularly admitted graduate student in good academic standing in their program and school. Must maintain active status throughout the duration of the graduate assistantship. Must be able to regularly work between 10 and 13 hours a week.

### **Education, Knowledge, Skills, Abilities:**

- *Bachelor's degree completed, in a related area.*
- *Graduate degree in progress, in a related area.*
- *Experience with nonprofit or community engagement work (preferred).*
- *Commitment to regular schedule that is determined in advance of starting the position.*

**Preferred Qualifications:**

- Ability to work independently.
- Ability to meet tight deadlines.
- Ability to communicate successfully through presentations and writing.
- Ability to work effectively with students, faculty, staff, and community partners.
- Ability to apply diversity, equity, and inclusion practices in the workspace.

**Supervisor Responsibility (if applicable):**

Graduate assistant will be supervising approximately 5-10 students through the Knights Pantry and Alternative Spring Break programs. They will need to meet weekly or bi-weekly with student groups to plan programs and meet deadlines.

**Work Location:**

*This position will be hybrid with the graduate assistant having a workspace in the Centro McGowan ground floor hallway with Community Engagement; however, it will be flexible for remote work if projects present themselves that allow for working from home. The graduate assistant will need to regularly check the food pantries on campus and attend student meetings in person when organized for Knights Pantry and Alternative Spring Break.*

**Note:**

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor including some night and weekend programming.

**Human Resources Use:**

<b>FLSA:</b>	<b>Job Group:</b>
<b>CUPA Code:</b>	<b>Grade:</b>

**Date approved:**  
**Approved by:**

**Last revised:**  
**Revised by:**