

The Center for Leadership and Civic Engagement (CLCE) at the University of South Florida (USF) educates and challenges students to be effective, ethical leaders who serve as engaged citizens for the global community. The CLCE envisions each student at USF becoming an educated and empowered catalyst for positive social change. Toward this aim, the CLCE offers a broad menu of leadership and civic engagement programs and initiatives and serves as a resource to the entire campus community.

---

## **Graduate Assistant for Civic Engagement: Advising & Programming**

**Supervisor:** Justin Fitzgerald, Assistant Director, [jtfitzgerald@usf.edu](mailto:jtfitzgerald@usf.edu)

**The Graduate Assistant (GA) for Civic Engagement: Advising & Programming** in the Center for Leadership and Civic Engagement works closely with the Assistant Director to coordinate, evaluate, and enhance civic engagement efforts while empowering student leaders through service and social issues. The GA is expected to directly advise the Service Fellows board. This includes advising one paid and three (or more) unpaid student civic engagement coordinators, who each oversee a committee of students. These committees plan events, develop and facilitate regular service opportunities, and build relationships on and off campus focused on specific social issues. Goals include developing leadership abilities and moving students along the active citizen continuum within civic engagement education.

This GA will serve as a member of the Civic Engagement Team and will assist with other tasks connected to reaching civic engagement goals and objectives (i.e. increasing tracking of volunteer hours across the university; deepening nonprofit relationship building in the Tampa Bay community; bridging the CLCE work to political engagement; etc.). The GA may also serve as a representative of the CLCE at on/off campus meetings; facilitate marketing initiatives; and staff departmental events as needed.

### **Duties/Responsibilities**

- Work collaboratively with the Assistant Director and the Civic Engagement Team on various programs and services
- Advise, Mentor, and Assist students in developing programming, curriculum, and logistics for civic engagement programs (e.g., Hunger Banquet, Volunteer Fairs, large Day of Service events, Suicide Awareness Night, etc.)
- Develop and assess leadership development within the Service Fellows Board
- Assist with meeting community partner volunteer needs through volunteer recruitment efforts on campus
- Assist with the marketing, tracking, and assessment of all civic engagement experiences, including the management of the online database system for service opportunities (BullSync)
- Assist in the further integration of civic engagement efforts into student organization development
- Support the CLCE as needed by participating in orientation sessions, student organization/board events, and other civic engagement/promotion experiences
- Advise and mentor students across all programs sponsored by the Center for Leadership and Civic Engagement

### **Learning Outcomes**

The Graduate Assistant for Leadership Development will gain practical experience in:

- Program planning, event planning, and professional networking
- Advising student leaders through program development, event planning, and relationship building
- Mentoring students through growth around the specific social issues in which they work
- Supervising paid student leaders
- Design and implementation of leadership development efforts for CLCE student leaders
- Understanding and teaching civic engagement theory and concepts
- Assessment and evaluation of marketing and learning for programs, events, and other experiences