

The Center for Leadership and Civic Engagement (CLCE) at the University of South Florida Tampa campus trains, educates and develops USF community members to be effective, ethical and positively engaged global leaders. The CLCE intends to become the national model for leadership and civic engagement initiatives at AAU-aligned, metropolitan, global research universities. As a national model the CLCE will be content experts and community connectors in support of the USF and Tampa Bay communities’ leadership and civic engagement initiatives.

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

The Graduate Assistant for Civic Engagement (Master’s level) within the Center for Leadership and Civic Engagement (CLCE) at the Tampa campus is responsible for supporting the development, implementation, and assessment of civic engagement education, training, and development initiatives. The Graduate Assistant position necessitates a detail-focused, student-centered, team-oriented individual with a desire to learn and grow within the Student Affairs profession.  Duties and learning in this position occur across the spectrum of the Active Citizen Continuum, at the intersection of the United Nations Sustainable Development Goals, CLCE outcomes, student interest, and Tampa Bay community needs.

As a member of the CLCE professional staff, this position will also have opportunities for experiences across the office, including, but not limited to, assisting with a leadership foundation course, engaging with student organizations, serving as a Bull Service Breaks advisor, supervising undergraduate student staff, and representing the CLCE at public events and in committee meetings. CLCE professional staff are expected to be educationally focused and intellectually curious.

**Major Duties/Responsibilities**

* Support and/or lead the development, implementation, and assessment of civic engagement education and training programs and initiatives.
* Support the coordination of regular service opportunities, including, but not limited to, weekly volunteerism, monthly service retreats, and/or domestic and international alternative break experiences.
* Serve in an advisory, supervisory, and/or mentorship role for undergraduate student employees or volunteers.
* Contribute to the administrative and operational success of the department through effective and efficient communication, resource management, risk management, and technology use.

**Major Learning Outcomes**

The Graduate Assistant for Civic Engagement will

* Develop knowledge of and apply civic engagement and leadership development theories and models.
* Increase understanding of the student affairs profession, particularly related to advising and supporting; student learning and development; social justice and inclusion; technology; leadership; and assessment, evaluation, and research.
* Build and maintain impactful relationships with students, professional colleagues, community organizations.
* Develop knowledge of human resources functions such as student staff recruitment, interviewing, hiring, advising, and supervision.