GA for Civic Agency Project
Student Engagement and Leadership

Position Overview
The Graduate Assistant for Civic Agency Project, as a part of the Student Engagement and Leadership Thematic Area, is primarily responsible for assisting the co-directors of the Civic Action Project with the planning and implementation of the year-long program. The Civic Agency Project strives to model best practices in civic leadership and civically engaged scholarship in both the classroom and the community. The project educates students in multi-disciplinary approaches to democratic engagement that are centered in the liberal arts, while emphasizing the leadership virtues of compassion, intellectual openness, self-awareness, public-mindedness, and personal integrity. It combines both experiential and curricular opportunities designed to facilitate the production of civically engaged scholarship. Finally, it offers students opportunities to connect with civically engaged scholars, expert mentors, and a strong, supportive community of their peers.

The core of the project is a year-long seminar, which will be co-taught by Drew Stelljes (Assistant Vice President for Student Engagement and Leadership) and John Lombardini (Weingartner Associate Professor of Government and Affiliate Faculty in Classical Studies), and will launch in Fall 2019. During the course of the academic year, students will design their own projects, engage with local organizations whose work intersects with their projects, and produce an original piece of civically engaged scholarship that draws on their experiential and curricular work. The seminar will culminate with an end-of-the-year symposium at which students will present their projects to the campus community.

Position Type
☑️ Masters Level ☑️ Full-time (20 hours/week)
☐ Doctoral Level ☐ Part-time (10 hours/week)

Position Elements
☐ Mostly 9 a.m. - 5 p.m. work ☐ Occasionally night/evening work
☐ Frequent night/evening work ☑️ Weekend work: Sometimes
☒ Hires student workers ☐ Supervises / evaluates student workers
☒ Frequent student interaction ☐ Leads training sessions for students
☒ Advises individual students ☐ Advises student organizations
☐ Budget management ☒ Event/program management
☐ Individual work space ☒ Shared work space
☑️ Independent work ☒ Collaborative / group work
☒ Conference/workshop funding available ☒ May take internship at same time as GA
☒ Opportunity for committee work ☒ Opportunity for summer employment
Additional elements

- Office hours are flexible.
- Night/evening and weekend work required during specific times of the academic year.
- Opportunities exist for regional travel representing the Project and university.

Compensation / Benefits

- This assistantship qualifies a full-time student for the 2019-20 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

Job Responsibilities

- Meet twice/month with each student to assess their progress, provide support and build rapport
- Provide structure for group building and growth
- Attend and participate in class sessions
- Develop a calendar of events for students to attend and monitor the participation
- Provide guidance to students will design their own projects
- Assist students as they engage with local organizations whose work intersects with their projects
- Provide guidance to students as they produce an original piece of civically-engaged scholarship that draws on their experiential and curricular work.
- Develop the end-of-the-year symposium at which students will present their projects to the campus community.
- Create a discussion series open to campus that highlights the principles of the CAP
- Seek funding for the program from on-campus as well as private companies and foundations
- Supervise, oversee, and attend various campus events
- Other duties as assigned

Preferred Qualifications

- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- Demonstrated ability and organizational skills to coordinate and manage concurrent processes.
- Asset if willing to invest in and foster the growth and development of passionate and highly-devoted individuals.
- Prior experience with teaching at K-12 or higher education
- Experience with building teams
- An intense devotion to supporting students intellectual and emotional maturation

Direct Supervisor

Drew Stelljes, PhD
Assistant Vice President
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Interested applicants are welcome to contact the supervisor with any questions. Preference given to applicants who are familiar with W&M and can complete pre-work spring and summer 2019. Additional funding available.