

## **Civic Scholars Coordinator Graduate Assistant Position Description (Academic Year 2025-2026)**

### **Job Summary**

The Office of Civic and Community Engagement (CCE) and the William R. Butler Center for Volunteer Service and Leadership Development (BC) seek a Civic Scholars Coordinator Graduate Assistant to join their team of professionals. We are seeking someone to work 20 hours per week for the academic year beginning in August 2025 for a stipend of \$18,000 for the year.

Duties include, but are not limited to:

### **Civic Scholars Program Duties**

- Directly advising students enrolled in program or interested in enrolling in program
- Tracking student progress, especially with regard to capstones
- Grading student work, including reflection papers
- Identifying community-engaged learning courses that meet the Civic Scholars requirements
- Helping to connect students with faculty, staff and community partners with whom students can partner to complete their capstone projects
- Coordinating, facilitating, and implementing the CS senior reflection workshop for students during the spring semester
- Assessing the Civic Scholars Program through surveys and interviews
- Implementing changes based on program assessment with support of CCE and BC office
- Assisting with management of tracking methods and materials for CS program
- Facilitating informational workshops, outreach events, and other CS programming sessions
- Recruiting students in classrooms and at various events on campus

### **Minimum Qualifications**

Bachelor's degree and current graduate student status (through May 2026)

At least two years of experience working in higher education

Experience working with and/or mentoring university students

Effective oral and written communication skills

Effective organizational skills

Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.)

Demonstrated experience with volunteerism and/or community-engaged learning

## **Desired Qualifications**

Meeting facilitation training or experience

Demonstrated experience in an educational or training environment coordinating or developing a program

## **To Apply**

**Qualified applicants** should send an updated résumé, letter of interest, and names and contact information for references to [civicengagement@miami.edu](mailto:civicengagement@miami.edu) and [leadandserve@miami.edu](mailto:leadandserve@miami.edu).

Applications not containing all of these elements will not be considered. Please indicate in your application how you heard about the position. Review of applications will begin immediately and continue until the position is filled. No phone calls please.