

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2024-25**



Position Title:	Graduate Assistant for Community Engagement
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	University of St. Thomas
Institution Description:	Private, Catholic, D1, Mission Driven
Supervisor:	Dustin Killpack
Department Description:	The Center for the Common Good works with units from across the institution and with our Twin City community partners to advance the common good and elevate student learning and engagement

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours: 10 - 15 Hours
<input type="checkbox"/> 12 Months	<input checked="" type="checkbox"/> Hourly Wage	Payment Frequency: Every 2 Weeks
	<input type="checkbox"/> Parking Provided	Additional Notes: \$18.50 Hour
Start Date: ()	<input checked="" type="checkbox"/> Professional Development Funds	

Position Description & Responsibilities

- Work with the Associate Director to implement a new community engagement track for incoming first-year students, and provide communication and operational support to students, faculty, staff, and community partners.
- Co-train and supervise our Tutor Mentor Interns and assist our Program Manager in creating leadership and professional development opportunities for the TTVC Intern team.
- Serve as a back-up alongside other TTVC interns and CCG staff to help transport students to volunteer sites in the Center for the Common Good van.
- Create digital posters and other marketing materials to promote events and engagement opportunities to the campus community.
- Provide excellent customer service to our students, faculty, staff, and community leaders.
- Onboard and orientate student(s) and classes to TTVC programs and initiatives.
- Assist the Center for the Common Good with administrative and simple budget operations such as submitting student reimbursement forms, driver authorizations, etc.
- Support the Center for the Common Good with other duties as assigned.

Qualifications

- To be eligible for this position, you must be a degree-seeking student in a St. Thomas graduate program.
- Successful candidates will demonstrate exceptional organizational skills, a team-centered approach to work, a willingness to learn about best practices related to community engagement in higher education, and a strong interest in supporting student learning.
- **A driver's license is required, and you must be willing to drive our CCG van.**

Application process & requirements

– Interested Applicants are welcome to schedule an information meeting.

Instructions for applying: To express interest in an interview e-mail your resume to dustinkillpack@stthomas.edu

Anticipated timeline for scheduling Interviews: Applications are open until the position is filled.