



Fitz Center for
Leadership in Community



Position: [Graduate Assistant, Dayton Corps](#) (20 hours/week) some evenings and weekends

Position Description: The Dayton Corps Graduate Assistant will provide support with the administration for the Dayton Corps program focused on project partners, undergraduate students, graduate students, alumni and participants from the community. Duties may include:

- Engaging in recruitment, acceptance, and enrollment of participants in program;
- Assisting in executing program marketing strategy;
- Managing program records to ensure compliance ;
- Collection, entry, and audit of evaluation data;
- Scheduling educational activities and events for participants;
- Maintaining continuous communication with UD faculty, staff, community partners, and program members;
- Maintaining social media and other external communications;
- Assisting in the planning and implementing orientation and training events;
- Planning and implementing community volunteerism events with partners;
- Attending staff meetings, retreats, events, and organizational development opportunities for ServeOhio, AmeriCorps, and the Fitz Center;
- Working directly with the Program Coordinator for continuous improvement of the program and working directly with the Program Evaluator to track and document program activities.

Program Focus: Dayton Corps is an AmeriCorps program through ServeOhio, administered by the University of Dayton Fitz Center for Leadership in Community. In Dayton Corps, members serve with local non-profits in three areas: neighborhood leadership development, housing insecurity and employment, and education. Members will also participate in weekly member trainings and statewide AmeriCorps trainings and events.

Position specifics: The graduate assistant is a 20 hour per week position from August 1, 2019-May 31, 2020 with tuition remission.

To apply, contact Amanda Arrington, Coordinator of the Fitz Center for Leadership in Community Dayton Corps AmeriCorps program. Please submit a cover letter expressing interest in the position, resume, and two references aarrington1@udayton.edu.