

FITZ CENTER FOR LEADERSHIP IN COMMUNITY
Neighborhood School Centers Graduate Assistant Position
2019-2020

Fitz Center Overview: The Fitz Center for Leadership in Community cultivates servant leaders and just communities through reciprocal partnerships, engaged learning and scholarship, and community building. We live our mission to:

- address the diverse, comprehensive, and interconnected challenges of urban neighborhoods and larger communities;
- create, share, and apply knowledge for the common good;
- educate and prepare students for lives of impactful civic action.

Neighborhood School Centers Overview: NSCs are Dayton Public Schools that serve as centers and hubs of activity and resources for their neighborhoods, by serving as healthy places of learning for children and families. There are currently five NSCs that the Fitz Center partners with: Cleveland, Edison, Fairview, Kiser, and Ruskin schools. Each NSC also is partnered with a community nonprofit and they are as follows: YMCA, Omega CDC, Dayton Children's Hospital, and East End Community Services.

GA Contract: The graduate assistant is hired on a 10 month contract (August 1st to June 1st) or a 12 month contract (August 1st to July 31st) depending on program demands and funding. The GA's work 20 hours a week (on average). Office hours are negotiable, but it is generally expected that the GA's work each work day. Evening and weekend hours may be required on occasion and some weeks may require more than 20 hours, while others will require less. GA's receive a stipend plus tuition remission for up to 18 credit hours per year. They receive 2 weeks off during Christmas break and a portion of their hours off for other university holidays.

GA Job Responsibilities:

- Work with and assist in supervising Fitz Center student interns to develop materials, presentations, and communicating information about community engagement opportunities at neighborhood school centers (NSCs) and other events.
- Coordinate UD student volunteerism, training volunteers, coordinating logistics for volunteer placement and orientation, assessing volunteer activities.
- Coordinating selective donation drives (e.g., coat drive).
- Assist in the supervision, training, and communication of student interns and tutors at NSCs.
- Coordinate with Site Coordinators at NSCs to fulfill the volunteer needs of each NSC.
- Advise NSC Club and NSC Special Interest House.
- Advise students on developing project or volunteer ideas when necessary.
- Develop and promote initiatives to for engagement with NSCs to faculty members, classes, student groups, staff.
- Plan and implement events such as reflection exercises, speaker events, orientation events, and training events for community engagement.

- Facilitate math and ProjectREAD trainings for tutors and volunteers.
- Communicate Fitz Center principles and programming to Federal Work Study students and ASI classes.
- Coordinate with faculty interested in experiential learning with NSCs.
- Supervise Fitz Center interns organizing one-time events and van schedules

Required Qualifications:

- Enrolled Graduate student with a UD graduate program, taking at least 2 graduate courses each semester (GA's accepted on contingency while waiting for acceptance into a graduate program).
- Ability to work autonomously (self-motivated to perform duties as well as create and complete projects with limited supervision).
- Ability and flexibility to work as part of a team.
- Excellent time management skills with ability to balance multiple demands, handle interruptions, and meet deadlines.
- Proficient with Microsoft Office, especially creating and using spreadsheets.
- Effective written and oral communication skills, including comfort with public speaking.
- Comfortable with and ability to collaborate successfully with a variety of constituents.
- Persistent and attentive to detail.
- Willingness to be flexible with work hours: (Some weekend and evening hours will be required).
- Robust organizational, problem solving, and project management skills.
- Experience with experiential education, social justice, and community engagement.
- Proof of a valid driver's license and willingness to drive university vans as part of responsibilities.
- Commitment to and knowledge of diversity and social justice education, the common good, civic engagement, and cultural humility.
- Awareness of, respect for, and experience with diverse perspectives.
- Strong interpersonal skills with demonstrated abilities in cultural humility and sensitivity.

Preferred Qualifications:

- In MPA, MBA, Higher Education (student personnel), School Psychology, Communications, or counseling graduate programs.
- Just beginning a Master's or PhD program, in hopes of being a GA with us for at least two years.
- Experience with collaborative partnerships to address local needs and challenges.

Application Process:

Consideration for employment is based on the review of a resume and cover letter, an interview (not guaranteed to all applicants), and may vary based upon position and program area.

Please submit a resume and cover letter via email (contact information below) to begin application process. Submission of these items does NOT guarantee an interview or a placement.