

**Rivers Institute (RI) Graduate Assistants (GA)
Position Details 2016-2018**

Department:

Fitz Center for Leadership in Community, College of Arts and Sciences

Summary:

The University of Dayton (UD) Fitz Center for Leadership in Community is seeking two Graduate Assistants for the Rivers Institute; one starting fall 2016 and the second in January 2017. The UD Rivers Institute is a collaboration of students, faculty, staff and community partners who engage in interdisciplinary and experiential learning, civic engagement, and sustainable community development around rivers; the strategic natural resource central to communal, economic, aesthetic and ecological vitality of the Dayton region and beyond. The RI engages undergraduate students, called “River Stewards”, in the greater region around our rivers and water resources through interdisciplinary and experiential education, leadership development and civic engagement. The RI is a dynamic and unique workplace setting that includes many traditional aspects of student education and development within a University setting, as well as experiential, co-curricular activities.

The graduate assistants are hired on a 12 month contract. The GAs work 20 hours a week (on average). GAs should expect to work Friday afternoons and evenings and weekends, when necessary for programming. GAs receive a stipend plus tuition remission for up to 18 credit hours per year. GAs in the Fitz Center receive 2 weeks off during Christmas break and a portion of their hours off for other university holidays. Consideration for employment is based on the review of a resume and cover letter, interview, and may vary based upon position and program area.

Rivers Institute Graduate Assistant Responsibilities:

The GAs will be part of the RI team and will assist the director in planning, coordinating, and implementing the community outreach and educational initiatives of the Institute. Duties may include:

- Engage in recruitment, acceptance, enrollment, education and mentoring of participants in the “River Steward” program;
- Schedule and coordinate educational activities, trainings and events, including the annual week-long orientation and River Summit;
- Communicate with UD faculty, staff, and community partners;
- Maintain social media and other external communications;
- Write semester reports and newsletter articles;
- Attend staff meetings, retreats, events, and organizational development opportunities for the RI team of the Fitz Center;
- Assist in supervising undergraduate student office interns;
- Coordinate and lead community outreach (including kayak, land and RiverMobile programs);
- Recruit and manage student volunteers;
- Other duties to support the Rivers Institute’s operations as assigned.

Required Qualifications:

- Enrolled graduate student with a UD graduate program, taking at least 2 graduate courses each semester (we will accept GA's on contingency as they wait to hear if they have been accepted into a graduate program);
- Experience with outdoor leadership, education or experiential learning programs;
- Ability to work independently or as part of a team;
- Excellent time management skills with ability to balance demands, handle interruptions, and meet deadlines;
- Proficient with Microsoft Office;
- Effective written and oral communication skills;
- Comfortable with public speaking and facilitating groups;
- Comfortable with and ability to collaborate successfully with a variety of stakeholders and partners;
- Willingness to be flexible with work hours:
 - Some weekend and evening hours will be required;
 - Some weeks (i.e. orientation weeks for our programs) will require more than the average of 20 hours while other weeks will require less.
- Strong organizational, problem solving, and project management skills;
- Proof of a valid driver's license and willingness to drive University vans as part of responsibilities;
- Commitment to and knowledge of the common good, environmental issues, social justice, civic engagement, and cultural humility;
- Awareness of, respect for, and experience with diverse perspectives.

Preferred Qualifications:

- Interested in enrolling in the MPA, MBA, Higher Education, or School Psychology graduate programs;
- Community building or civic engagement experience;
- River-related experience, training or certification;
- Knowledge of and commitment to environmental education and community outreach;
- Outdoor education/leadership experience;
- Supervising college-aged students or managing volunteers;
- Experience planning and implementing events.

For more information or to submit your resume and cover letter, please contact:
riversinstitute@udayton.edu

For more information on the Rivers Institute, please visit:
https://www.udayton.edu/artssciences/ctr/fitz/rivers_inst/

For more information on Graduate studies at the University of Dayton, please visit:
<https://www.udayton.edu/academics/graduate/index.php>