

Graduate Assistant Position Description



Position Title:	Graduate Assistant, Literacy Initiatives & Special Projects
Classification:	GA
Department/Location:	Center for Service & Learning
Reports To:	Director, Center for Service & Learning in coordination with the Education Department (Stephanie Ivory and Maryann Shaw)
Positions and areas reporting to this position:	Work study students (POSSIBLE)
Appointment Period:	Contract renewable by semester based on performance related to goals and objectives

The Community Outreach Literacy Initiative is a collaborative effort between the Center for Service & Learning, and the Education Department at Saint Francis University. The goal of this Initiative is expand literacy initiatives and special events for the benefit of the local community, as well as Saint Francis University students who are majoring in education.

Tasks include, but are not limited to:

I. Literacy Outreach Programs & Special Events (50%)

- Oversee the S.M.A.R.T. tutoring program at St. Michael School in Loretto (Tuesdays and Thursdays 3 – 5 p.m.)
- Oversee the IU8 BRIDGE program (Thursdays from 9 a.m. – 2 p.m.)
- Story Hours: Plan and implement monthly story hours at local libraries. Collect feedback and track attendance, service hours of student volunteers, etc.
- Help plan *College Now* events
- Best Practices: Identify and research best practices at other universities with regard to literacy outreach in the community.



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II. Special Projects for CS&L (50%)

- RSTL105: Presentations to RLST105 sections at the beginning of each semester; help find service opportunities for the students, respond to emails and visits from students, teach them how to use OrgSync tool, attend end of semester presentations, and make assessment takes place.
- Oversee Global Buddies program in coordination with Intensive English Language Program.
- CS&L liaison with Greeks and/or Athletics teams regarding community service hours and using OrgSync to record.
- Meet with current and potential community partners, as needed.
- Assess impact of the community engagement for students, faculty and community partner (for programs that you are responsible for).
- Help staff Open Houses, SOAR days, Freshmen Orientation, and other special events to promote the Center and the Education Dept.
- Provide community service stories related to literacy efforts (for use University website, CS&L social media, CS&L monthly e-newsletter and other promotional avenues)
- Capture the community service related to literacy outreach in photos and video for use in promotional efforts; create videos for promotional use.

III. Other Duties as Assigned

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