**Applications will be accepted through April 5, 2017**

**DUTIES:** The Community Partnership Graduate Assistant will work in collaboration with Service Learning’s Coordinator of Faculty and Community Partnerships to develop, coordinate, and implement capacity building opportunities for Service-Learning’s network of nonprofit organizations. Service-Learning is an innovative and foundational program in the field of experiential education. Community partnerships are at the heart of successful Service-Learning. Cultivating, training, management, and tracking are central components to effective community partner programming. Duties may include:

- Logistical support (50%)
  - Manage community partnership tracking mechanisms and online database
  - Update OrgSync project descriptions, portals, and bookmarks, particularly during the weeks leading up to the launch of fall and spring semesters
  - Monitor and troubleshoot student registration for service projects

- Community Partner Outreach (30%)
  - Conduct an audit of existing service projects and make changes based on student assessment and community partner feedback
  - Orient new community partners as they prepare to work with faculty and students, which may include site visits, Introduction to Service-Learning, OrgSync, and project design
  - Support deeper, more collaborative relationships with a selection of key community partners

- Service-Learning Support (20%):
  - Answer general student questions about Service-Learning
  - Other duties as assigned to support the Service-Learning program

**COMPENSATION:**
- GA will receive payment of their tuition and fees, coverage under the GA Health Insurance plan, and a stipend of $9,131.
- Gain greater understanding and exposure to higher education program development and management
- Gain greater understanding of community organizations’ needs and culture
- Valuable contacts with nonprofit organizations and schools
- Letters of recommendation

**HOURS:** Negotiable start and end date; 20 hours per week for 32 weeks.

**REQUIRED QUALIFICATIONS**
- Demonstrated interest in community issues and volunteerism
- Excellent interpersonal and communication skills
- Ability to work independently and cooperatively
- Ability to be flexible and creative
- Must currently be enrolled at Boise State as a graduate student (with a minimum of 5 credits)

**TO APPLY:**
Send resume and cover letter by April 5th via email to:
Anna Bailey, Coordinator of Faculty and Community Partnerships
Service-Learning Program
Boise State University
1910 University Drive, Boise, ID 83725-1006
Mail Stop 1006
Simplot-Micron (SMTC) Room 227
(208) 426-5722
annabailey@boisestate.edu