



Student Engagement Coordinator

Position Announcement

About the Gephardt Institute

The Gephardt Institute for Civic and Community Engagement fosters a vibrant culture of civic engagement across Washington University, realized by engaged citizens, scholarship, and partnerships that extend into the world to advance the collective good. Through both academic and co-curricular initiatives, the institute educates students for lifelong engaged citizenship, catalyzes partnerships that respond to community needs and priorities, and infuses civic engagement throughout the Washington University experience.

As a university-wide interdisciplinary initiative, the Gephardt Institute reports to the Provost and serves all academic schools, university departments, undergraduate students, and graduate students. The institute is non-partisan and proactively seeks to support and include diverse backgrounds, perspectives, and ideologies, with a strong attention to equity.

The Gephardt Institute team is comprised of individuals who are mission-driven, values-focused, dynamic, collaborative, visionary, and passionate about the role of civic engagement in a thriving democracy. The staff focuses on three primary audiences: undergraduate and graduate students, faculty, and community organizations in the St. Louis region.

Since the institute's founding in 2005 by Congressman Dick Gephardt, the professional staff size has grown from two to twelve, with six or more part-time and short-term professional positions and 22 paid interns/fellows from undergraduate and graduate programs. The institute offers a broad range of programs and services to the Washington University community and to partners in the St. Louis region, such as the Civic Scholars Program; support for faculty teaching Community-Engaged Courses; Engage Democracy; K-12 and youth initiatives; new student engagement; and the Civic Engagement Fund.

To learn more about the Gephardt Institute, please visit <http://gephardtinstitute.wustl.edu>.

Position Summary

The Student Engagement Coordinator oversees Gephardt Institute outreach and engagement initiatives with students at all levels of Washington University, including prospective and admitted students. With an eye toward broad and strategic outreach, this position facilitates coordinated outreach procedures and messaging; planning and execution of engagement events; and project management processes that combine high quality, efficiency, and values-driven practice. This position leads orientation programming focused on community engagement, coordinates key aspects of the Gephardt Student Internship Program, and oversees Small Change Grants within the Civic Engagement Fund.

Key Responsibilities

1. Manage student outreach initiatives to engage undergraduates, graduate students, prospective students, and admitted students with resources to connect with and learn through civic engagement.

Coordinate and facilitate institute plans for presentations, tabling, and related outreach. Manage flow of inquiries and requests for workshops, consultations, referrals, and community engagement experiences that are received from individuals and groups. Assure that needs are met by institute staff and, at times, fulfill the needs directly, with a specific focus on student-led and student-facing initiatives. Identify and cultivate new outlets for outreach and engagement.

Collaborate with institute colleagues on development of key messages and content. Partner with Assistant Director for Strategy & Evaluation to track data related to requests and outreach initiatives. Partner with Marketing & Communications Manager on coordinated messaging, record-keeping, and follow-up communications & strategies.

2. Manage events that focus on outreach and engagement of students and student-facing colleagues, such as the Civic & Community Engagement Fair, Meet the Leader, information sessions, receptions, student staff events, and site visit itineraries with institute guests.

Create and oversee standard operating procedures, project management plans and staff assignments, operational plans, and evaluation/continuous improvement plans. Collaborate with institute colleagues and event partners on program purpose, content, marketing, and communications strategies.

Lead introductory community engagement experiences for new undergraduates, including a three-day orientation program, working in close collaboration with institute staff and campus and community partners. Oversee planning, implementation, evaluation, and continuous improvement.

Manage university-wide blood drive planning and implementation in collaboration with campus and community partners.

3. Coordinate selection processes such as the Gephardt Student Internship Program and the Civic Engagement Fund Small Change Grants.

Provide centralized coordination of intern recruitment, selection, onboarding, and program administration. Develop and oversee procedures, coordination of staff and partners, documentation, and continuous improvement. Coordinate advising, training, review, and support of Small Change Grant applicants.

4. Contribute to Gephardt Institute initiatives, meetings, events, fundraising, and stewardship. Supervise relevant student interns. Perform other duties as assigned.

Minimum Education/Experience

- Bachelor’s degree.
- Co-curricular and/or paid leadership experience working with college students through a Student Affairs office, student-run organization, or related role in a college or university setting.
- Demonstrated experience and skill with project management and event management.
- Demonstrated experience and passion for civic engagement, community engagement, community development, community partnerships, social change, civic learning, and/or related areas.

Preferred Education/Experience

- Washington University undergraduate degree, graduate degree, and/or professional experience.
- Experience, theoretical, and practical knowledge of regional social assets and challenges, civic and community engagement, and community partnerships, including principles of effective practice. Demonstrated comprehension, skill, and commitment to effective practices in college student identity development, leadership development, and engagement; leading initiatives that foster an inclusive community; and engaging racially, culturally, and socioeconomically diverse

populations; and leading inclusive programs with attention to equity and engagement of traditionally underrepresented or marginalized populations.

- Experience with leading and organizing the activities of others.

Critical Skills/Expertise

- Energy, vision, initiative, creativity, empathy, humility, tolerance for ambiguity, ability to embrace and navigate change, sound judgment, diplomacy, tact, and sense of humor.
- Excellent interpersonal and written/verbal communication skills. Ability to function both independently and collaboratively in team-based environment. Ability to dialogue across difference.
- Strong ability to take ownership in driving and executing program plans and improvement cycles.
- Excellent organizational, analytical and project management skills. Demonstrated ability to manage details while maintaining a landscape view of priorities, values, and vision.
- Strong ability to develop, communicate, and implement procedures, project management plans, and operational plans.
- Strong interpersonal skills, with interest and ability to work collaboratively with a culturally diverse and broad range of stakeholders, including undergraduate and graduate students, community organizations, campus colleagues, faculty, alumni, donors and prospective donors, and senior-level administrators and external advisors.
- Strong problem solving skills and relationship management skills, with capacity to handle challenging internal and external dilemmas or support others through them.
- Ability to function both independently and in a team environment.
- Strong time management, attention to detail, ability to manage multiple priorities, and ability to plan ahead.
- Ability and willingness to work frequent evening and weekend hours in service to students and to the institute's mission.

- Enthusiasm and ability to work in a dynamic environment with multiple functions, audiences, and priorities.

To Apply

Please submit application materials, including a resume and cover letter, to <http://jobs.wustl.edu> (Job ID 42016).

Ideal Start Date

The ideal start date for this position is in January 2019. If the candidate selected for the position is scheduled to complete a Washington University degree in May 2019, arrangements can be made for part-time working during spring semester 2019 with a full-time start date in late May. Applicants from other universities who will complete their degrees in May/June 2019 will also be considered, with a start date following their graduation.