**VILLANOVA UNIVERSITY**

**Graduate Assistant OSL CLAS**

**Position Description August 2022-May 2024**

**PART I: JOB INFORMATION**

**Position Title:** Graduate Assistant

**Reports To:** Director of Service Learning, Noreen Cameron

**Department:** Office of Service Learning, College of Liberal Arts and Sciences

Applications are due no later than February 18th. Application and Interview is required.

**Contact:** [**Mary.Aiello@villanova.edu**](mailto:Mary.Aiello@villanova.edu) **for application.**

**PART II: POSITION SUMMARY:**

The mission of the The Office of Service Learning (OSL) which includes The Sophomore Service Learning Community (SLC) and Freshman Service Learning Commmunity (Caritas) is integration of theoretical knowledge and experiential learning in the community provides a context for critical and constructive thinking and action that promotes the common good. Students are placed in under-resourced schools or community agencies who serve those who live in poverty or are maraginalized by their identity

The Service Learning Communities (SLC) are comprised of more than 200 first year studetns and sophomores participants and 25 or more junior and senior undergraduate student teaching assistants and student co-chairs. SLC brings students together in a multidimensional living and learning experience

Graduate Assistants inspire, educate and facilitate the development of students in Service Learnaing Courses and SL Communities and participate in the work of the Office of Service Learning.

This is a 2 year commitment as a Graduate Assistant working 20 hours a week for the Office of Service Learning Responsibilties assigned from the list below are deteremined by the Director of OSL.

**Titles of Positions Supervised:** none

Two year position beginning August 2022.

**PART III: ESSENTIAL JOB FUNCTIONS**

1. Facilitation and development of the work of the Office of Service Learning
   1. Manage education and training for Compliance with Clearances and education required to work with minors.
   2. Assistance with maintenance and development of The Service-Learning Communities:
      1. Education and training of Student leaders
      2. Planning and development of community events, such as student orientation, social events, and community building with sophomores
      3. Development and facilitation of student council in the residence hall. Management of recruitment of new leadership and new class of SSLC
2. Possiblity to be instructor for 1-credit Integrating Seminar (under supervison of Director)
3. Maintenance of open lines of communication and relationship with community partners. Site visits and/or evaluation of potential service sites.
4. Possible weekly commitment to a service site for oversight and management.
5. Potential for research and grant writing
6. Possible design and implementation of assessment tools
7. Perform additional duties and assist with special projects as assigned-willing to work flexible hours nights and weekends.

**PART V: POSITION SPECIFICATIONS**

**1) Formal Education:**

Bachelors degree required

Acceptance and matriculation into a full time graduate program at Villanova University

**2) Specific Job Knowledge:**

Understanding of the pedagogy and practice of Service Learning in Higher Education.

**3) Minimum Work Experience:**

One year volunteer experience or one year of post-baccalaureate work strongly preferred.

**4) Work Skills:**

Abilty to work as a team with professional staff and students

This work requires attention to details and deadlines

Must be attentive to developmental neeeds of student population

Flexible work hours will require some evenings and weekends

**5) Equipment Knowledge:**

Microsoft Word, Excel and PowerPoint.

6.) **Clearances**

Child Abuse and Criminal Clearance through the state of PA are required. FBI Clearances through state of PA is also required.

7.) Must be certified to drive Unviersity vehicles.

*This position description outlines the general nature and level of work assigned to individuals who function in this job. This description is not exhaustive; other duties and responsibilities may be assigned. Staff employees are vital to the mission of the University. Accordingly, Villanova confidently expects that all employees will so comport themselves as to assure the continuance and enhancement of the University’s high purpose, traditions, and community ideals.*