Announcement of Graduate Assistantship

Creating Whole Communities || Neighborhood Leadership Academy

Creating Whole Communities is seeking a graduate assistant for the summer and fall 2020 semester (with work beginning in May) to assist with CWC program planning, organization, coordination, and logistics. The selected candidate will have the opportunity to continue the position for the spring 2021 semester. The position will be awarded on a competitive basis and the selected applicant will receive a $6,240 stipend per semester.

The graduate assistant will work 20 hours per week during the semester with the faculty and staff of Creating Whole Communities on the following:

- Support for the annual Neighborhood Leadership Academy and Neighborhood Leadership Fellows, including maintaining participant records, creating newsletters and emails, printing handouts, setting up rooms, making session arrangements, etc. The graduate student must be available to attend Academy sessions on select weekday evenings and Saturdays. (Dates still to be determined.)
- Assist in the recruitment and selection of new cohorts of Neighborhood Leadership Academy and Neighborhood Leadership Fellows over the Summer and Fall including outreach to partners, managing applications and interviews, providing award letters.
- Support for Creating Whole Communities’ civic dialogue series, including making session arrangements, confirming speakers and developing promotional materials.
- Updating websites and social marketing pages, updating mailing lists, and creating print materials.
- Other duties as assigned.

Applicants must have an overall GPA of at least 3.00 and be enrolled in a minimum of 5 credit hours to be considered for the position. Experience with social marketing tools and Excel spreadsheets, along with strong written and oral communication skills are desired.

To apply, please submit the following:

- Transcripts (current and/or undergraduate)
- Resume
- 2 References
- A letter or personal statement explaining your interest in this position

Application deadline: April 1, 2020

Submit to: Claire Rippel
wolffca@missouri.edu

For information on Creating Whole Communities go to: cwc.umsl.edu