Service and Volunteer Programs Graduate Assistant
Student Involvement and Leadership Center

We believe that Boise State University students have the potential to change the world. When students get involved, they extend their learning beyond the classroom, make strong connections to the campus community, enhance their employability, and develop the capacity to lead. We invite enthusiastic applicants to consider applying for the position of Service and Volunteer Programs Graduate Assistant in the Student Involvement and Leadership Center.

Organized within the Division of Student Affairs and Enrollment Management, the Student Involvement and Leadership Center provides space and context for students to engage in uncommon dialogue to explore purpose and realize potential. The Service and Volunteer Programs Graduate Assistant is central to connecting students with a variety of volunteer, service, and civic engagement programs. Specific duties include (but are not limited to):

- Assist in the development, coordination, and evaluation of international and domestic alternative break experiences as well as local volunteer and service programs.
- Develop relationships with community partners to facilitate service projects.
- Assess volunteer sites, projects, and work-type to match student abilities, safety expectations, and educational outcomes.
- Manage logistics for travel, lodging, and transportation for alternative breaks.
- Coordinate promotional materials and messaging for service and volunteer programs.
- Co-teach LEAD 225: Civic Engagement and Leadership class.

At minimum, candidates should have a Bachelor’s Degree and be admitted to a graduate program at Boise State University. The ideal candidate will be a graduate student with experience in curriculum development, event or program planning, classroom teaching or group facilitation, and a passion for connecting college students with service and volunteer experiences. Candidates who think creatively, can work in a fast-paced, team-oriented work environment, and who have positive, patient, and welcoming demeanors are sought for this position.

The contract would be from August 13, 2020 through May 13, 2021 with flexibility on actual start and stop dates. This is a graduate assistantship meaning the student must be admitted to a Boise State University graduate program prior to the start of the contract and must remain active in their program by enrolling in a minimum of 5 credits (or 9 for international students) per semester for the duration of their contract period. Per Graduate Policy, this position includes a $9,588 salary, a tuition/fee waiver, and health insurance. The position works 20 hours per week with breaks during Thanksgiving week and two weeks during winter break. This position has the potential to be renewed for a second year.

Apply online by March 20, 2020.

Please contact Melinda Jean Stafford with questions at melindastafford@boisestate.edu or 208-426-2877.