



Job Description: Graduate Assistant -Social Justice, Community Engagement and Leadership Development

Employee Name:	Department Name: Academic Affairs, Center for Public Service
Reports To (Supervisor's Name and Title): Diana Soto-Olson, SJSL Assistant Director	Position Location /Address: 6823 St. Charles Ave., Alcee Fortier Hall, New Orleans, LA 70118
Position Shift / Work Schedule: flexible	Fair Labor Standards Act Status: (Compensation will complete this section)

POSITION SUMMARY:

The Graduate Assistant - -Social Justice, Community Engagement and Leadership Development for the Center of Public Service will support the Social Justice and Student Leadership (SJSL) unit activities as well as provide enrichment programming around public service. The Graduate Assistant will manage the CPS student award and scholarship selection processes.

REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's degree, currently enrolled in a graduate program at Tulane University
2. Community engagement, multicultural affairs, social justice, or student development experience

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:

1. Experience with community engagement, teaching and leading conversations about social justice, leading community service projects, or with student organizations.
2. Experienced in working with people from diverse backgrounds
3. Knowledge of the New Orleans community preferred
4. Proficiency in Microsoft Office and a desktop publishing programs required

REMUNERATION

1. 12 month appointment (now to May 31, 2023), with the possibility of reappointment for an additional year.
2. Approximately 15-20 hours a week; Able to work a flexible schedule required; considerable evening and weekend commitments
3. \$17.50 an hour

UNIVERSITY-WIDE ESSENTIAL FUNCTIONS:

An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her time:

UNIVERSAL ESSENTIAL FUNCTIONS:	Typical % Allocation
<p>Assist Social Justice Student Leadership (SJSL) programs in the management of the CACTUS Academy first-year leadership program</p> <ul style="list-style-type: none"> • Attend weekly planning meetings with the Assistant Director to facilitate and develop curricula, plan workshop and training activities, reach out to community partners, and prepare and facilitate for Academy sessions • Manage Academy website and ensure the Event Calendar remains updated • Oversee recruitment and application process • Assist the Social Justice and Student Leadership programs in the continued growth and development of the Academy 	70% of job
<p>Work with CPS staff, Tulane faculty, community partners, and student leaders to identify, support and develop necessary educational, awareness and recognition programming for student engaging in service activities.</p> <ul style="list-style-type: none"> • Programming may include skill development trainings, educational speakers, social awareness events and conferences, film screening, and social programming. • Programs may include, but are not limited to Community Involvement Awards, and Student-led Days of Service 	15% of job
<p>Assist the SJSL Assistant Director in the ongoing assessment of co-curricular programs</p> <ul style="list-style-type: none"> • Ensure that established monitoring and assessment processes are implemented (completion of evaluation forms, surveys, student interviews, etc) • Compile and report data to the Program Manager • Assist in development of new assessment tools and approaches as needed 	10% of job
<p>Perform other duties as requested or required, whether or not specifically mentioned in this job description.</p>	5% of job

UNIVERSAL PERFORMANCE STANDARDS:

Completes all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

Apprises supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

Exercises sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

Exhibits a willingness to perform other duties as requested or required efficiently and timely.

Complies with all policies and procedures as stipulated in the Tulane Staff Handbook.

Financial Responsibility: Yes, Amount \$ _____ or No

Note: Financial responsibility includes authority to use a P-card and engage in departmental purchasing, departmental petty cash funds, departmental budgets, and/or financial management of other assigned accounts.

Supervisory Responsibility: Yes No

Is this position at risk of exposure to blood-borne pathogens Yes or No

Is this position at risk of exposure to tuberculosis? Yes or No

HIPAA STATEMENT: Employee provides services associated to the Tulane University Medical Group, its participating physicians and clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual.

Yes No

SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.

_____ Employee	_____ Date
_____ Supervisor	_____ Date

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.