



Job Description: CPS Social Justice and Student Leadership Graduate Assistant

Employee Name:	Department Name: Center for Public Service
Reports To (Supervisor's Name and Title): Benji Brubaker, Program Manager and CEA program Co-Director	Position Location /Address: Alcee Fortier Hall, Uptown Campus
Position Shift / Work Schedule/ Remuneration: Flexible: 15 hrs per week, \$15 per hour	Fair Labor Standards Act Status: (Compensation will complete this section)

POSITION SUMMARY:

The Graduate Assistant for the CPS Social Justice and Student Leadership will work with the Co-Director of the CEA program to plan and execute programming, recruit new student leaders, help with leadership, support evaluation and programing logistics, and advise student leaders.

The Community Engagement Advocates are student leaders trained to facilitate anti-racism and anti-oppression workshops, dialogues and trainings. These interactive workshops are designed to create brave spaces for students to explore a wide range of topics race, class, gender, sexuality, able-ism, religion, and community engagement. The CEA program works to foster a campus culture of inclusion, equity, justice and empathy, to prepare students to navigate some of society's most pressing challenges related to power, oppression, and identity. This program is co-run by the Center for Public Service and the Carolyn Barber-Pierre Center for Intercultural Life.

The Center for Public Service actively promotes and recognizes principles of inclusion, equity, and social justice in relation to, and across, intersections of race, age, color, disability, faith, religion, ancestry, national origin, citizenship, sex, sexual orientation, social class, economic class, ethnicity, gender identity, gender expression, and all other identities represented on Tulane's campus and in New Orleans.

REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited College or University
2. Enrolled for graduate courses at Tulane University for fall 2022 and spring 2023
3. Able to commit to 10-month appointment Approximately 15 hours per week including some evenings and weekend commitments.

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

1. Knowledge and application of Microsoft Word, PowerPoint and Excel.
2. Excellent oral and written communication skills.
3. Ability to work in a fast-paced office balancing multiple initiatives simultaneously.
4. Willingness to work nontraditional hours.

PREFERRED QUALIFICATIONS:

1. Demonstrated previous student leadership experience
2. Demonstrated commitment to personal and departmental development, professionalism, multi-cultural education, creativity, collaboration, and initiative
3. Experience presenting and facilitating with small to large groups
4. Ability to serve as a positive role model
5. Organizational ability, punctuality, self-motivation, and initiative
6. Preference for students who have previously participated in the CEA Program, Solidarity Fellows OR have had similar commensurate experience in social justice education, evaluation or programming.

UNIVERSITY-WIDE ESSENTIAL FUNCTIONS:

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

UNIVERSAL ESSENTIAL FUNCTIONS:	Typical % Allocation
<p>General Administrative support of the CEA Program 50% Assist the CEA staff in the coordination of CEA public workshops and special events, ordering food, coordinating payments for guest speakers, supporting the creation of new workshops, modifying and updating old workshops, sending out weekly emails, helping to run weekly meetings and ensuring that information is disseminated in a timely manner.</p> <p>Specific Responsibilities</p> <ul style="list-style-type: none"> - Support the monthly "Dialogues on Difference" program, including marketing, securing facilities, etc. - Support gathering materials and supply orders for CEAs - Support in the recruitment, application process, and training of new CEAs - Send out weekly newsletter to CEAs, Solidarity Fellows and CSF/Weatherhead Scholars on a weekly basis with updates, community events, internship opportunities and more. - Support plan and coordinate graduation programming and special events. - 	50% of job
<p>Support of the Solidarity Fellows, Community Service Fellows & Weatherhead Scholars Programs:</p> <ul style="list-style-type: none"> - Assist the CPS Program Manager for Social Justice and Student Leadership in special events, recruiting and onboarding new members. <p>Specific Responsibilities:</p> <ol style="list-style-type: none"> 1. Support weekly and monthly programming with logistics and coordination. 3. Work with Program Manager in the recruitment and application process of new Solidarity Fellows students, including rolling applications and orientations for co-curricular students. 6. Work with Student Coordinators for Community Service Fellows and Weatherhead Scholars to combine programming and communications when appropriate 	35% of job
<p>General CPS Student Leadership Responsibilities:</p> <ul style="list-style-type: none"> - Participate with the coordination of educational, academic, and social programs and events for the Center for Public Service Student Leadership Community as appropriate. <ol style="list-style-type: none"> 1. Attend all required meetings 3. Complete assigned projects in the time allotted 4. Return all phone calls/emails/messages within 48 hours (not including weekends) 5. Perform other duties as required or requested whether or not specifically listed on this job description 	10% of job

6. Exhibit a willingness to learn new tasks and/or identify resources and opportunities for professional development 7. Seek the assistance of your supervisor prior to beginning an unfamiliar assignment	
Perform other duties as requested or required, whether or not specifically mentioned in this job description.	5% of job
Total Essential Percentage Allocation for All Essential Functions	100%

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/CPS Staff Handbook.

<p>Financial Responsibility: <input type="checkbox"/> Amount \$ _____ or <input checked="" type="checkbox"/> No</p> <p>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.</p> <p>Supervisory Responsibility: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is this position at risk of exposure to bloodborne pathogens Yes <input type="checkbox"/> or No <input checked="" type="checkbox"/></p> <p>Is this position at risk of exposure to tuberculosis? Yes <input type="checkbox"/> or No <input checked="" type="checkbox"/></p> <p>FERPA STATEMENT: Employee provides services associated to the Tulane University, which is a covered entity under the Family Educational Rights and Privacy Act of 1974 (FERPA). In the scope of performing functions, including but not limited to management, administrative, and operational support services, I may have access to student education records, with information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future educational record. An education record is any record that contains information which is directly related to the student including personally identifiable information such as student name, student ID number, or personal characteristics, grades, GPA, class schedules, class roster, a computer screen, a computer printout, notes taken during an advising session, or a document in a University Office.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

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.

REV 11.07.12 (VI)

Application Process

For full consideration, applicants must have the following on file:

- Copy of Fall 2022 class schedule when available
- Resume and list of 3 references to:

Benji Brubaker, Center for Public Service, bbrubake@tulane.edu and Diana Soto-Olson
dsoto@tulane.edu | 504- 504-862-3356 and 504-862-3353