



**University  
of Dayton**

## **Fitz Center for Leadership in Community Graduate Assistant positions**

### **Our Vision Statement:**

The University of Dayton's Fitz Center for Leadership in Community fosters civic engagement, shared partnerships, and collaborative action to advance human dignity and the common good of communities.

### **Overview**

The Fitz Center for Leadership in Community cultivates servant leaders and communities through reciprocal partnerships, engaged learning and scholarship, and community building. We live our mission to address the diverse, comprehensive, and interconnected challenges of urban neighborhoods and larger communities; create, share, and apply knowledge for the common good; educate and prepare students for lives of impactful civic action.

### **Responsibilities**

Each Graduate Assistant will focus on a specific program as well as overall support of the Fitz Center for Leadership in Community:

- **The Rivers Institute**: The Rivers Institute is a collaboration of students, faculty, staff and community partners across the Great Miami River Watershed working to promote, protect and preserve our local rivers. The Rivers Institute's vision is to inspire and educate leaders who empower communities to be stewards of their rivers. The Rivers Institute works includes the River Stewards, a three year cohort based program focused on developing civic engagement and leadership skills in undergraduate students; the RiverMobile, a mobile community driven education outreach program; and faculty community engaged learning and scholarship projects. The Graduate Assistant will support program coordination and administration in all areas, with a focus on facilitating the River Stewards program on and off-campus. [Rivers Institute Website](#)
- **Community Engaged Learning and Scholarship (CELS)**: Community Engaged Learning fosters reciprocal community engagement in a manner that promotes learning, values, diversity and serves the common good. The Graduate Assistant for Community Engaged Learning and Scholarship assists the Coordinator in engaging with University of Dayton faculty, staff, students and community partners to foster meaningful opportunities. Duties include supporting the *Semester of Service Program* and the *Facing Dayton Project*, as well as representing the Fitz

Center for Leadership in Community through presentations, research, community events, and other needs as assigned. [Community Engaged Learning and Scholarship Website](#)

- Dayton Civic Scholar (DCS): The Dayton Civic Scholars program is a three-year transdisciplinary cohort (approximately 45 students total and 15 per cohort starting sophomore year) which focuses on civic innovation and social change with local Dayton residents, neighborhood associations, city and county government agencies, nonprofits, schools, and small businesses. Students gain tangible 21st Century skills through vocational and experiential learning opportunities that foster civic innovation and social change through asset-based community redevelopment. The graduate assistant will assist with the coordination of the program including teaching a mini-course, facilitating community engagement and internship requirements, and coordinating off-campus experiential learning opportunities for DCS students. [Dayton Civic Scholars](#)
- Dayton Corps, AmeriCorps program (pending grant approval): Dayton Corps is an AmeriCorps program through ServeOhio, which is administered by the Fitz Center for Leadership in Community. Dayton Corps is focused on community development and engagement with the opportunity for diverse participation from community members and students. The graduate assistant supports with administration, program development and coordination. Dayton Corps is currently in the process of writing a new grant for next year and has the opportunity to implement new innovative initiatives. [Dayton Corps Website](#)

### **Minimum Qualifications**

- Enrolled Graduate student with a UD graduate program, taking at least 2 graduate courses each semester (GA's accepted on contingency while waiting for acceptance into a graduate program).
- Ability to work autonomously (self-motivated to perform duties as well as create and complete projects with limited supervision).
- Ability and flexibility to work as part of a team.
- Proficient with Microsoft Office, especially creating and using spreadsheets.
- Effective written and oral communication skills, including comfort with public speaking. Excellent time management skills with ability to balance multiple demands, handle interruptions, and meet deadlines.
- Comfortable with and ability to collaborate successfully with a variety of constituents.
- Persistent and attentive to detail.
- Willingness to be flexible with work hours:
- Some weekend and evening hours will be required.
- Some weeks (i.e. orientation weeks for our programs) will require more than the average of 20 hours while other weeks will require less.
- Robust organizational, problem solving and project management skills.
- Experience with experiential education, servant leadership, and community engagement.
- Proof of a valid driver's license and willingness to drive university vans as part of responsibilities.
- Commitment to and knowledge of diversity and social justice education, the common good, civic engagement, and cultural humility.
- Awareness of, respect for, and experience with diverse perspectives.
- Strong interpersonal skills with demonstrated abilities in cultural humility and sensitivity.

**Preferred Qualifications:**

- In MPA, MBA, Higher Education (student personnel), School Psychology, Psychology, Communications, or Counseling graduate programs.
- Enrolled in a UD Master or Doctoral level program.
- Experience with collaborative partnerships to address local needs and challenges.
- Experience planning and implementing multi-stakeholder events and/or programs, developing or participating in community engaged learning programs, and knowledge of social issues.
- For Rivers Institute GA experience with outdoor leadership, environmental education, river recreation, or leading experiential learning programs, and knowledge of watersheds, river systems and environmental.

**Remuneration**

- The graduate assistants are hired on a 10 month contract (August 1<sup>st</sup> to June 1<sup>st</sup>) or 12 month contract (August 1<sup>st</sup> to July 31<sup>st</sup>) depending on program demands and funding. The GA's work 20 hours a week (on average). Office hours are dependent on program needs and will be set with their respective supervisor. It is generally expected that the GA's work each work day. Evening and weekend hours may be required and some weeks may require more than 20 hours, while others will require less.
- GA's receive a stipend plus tuition remission for up to 18 credit hours per year. They receive 2 weeks off during Christmas break and a portion of their hours off for other university holidays.

**For more information contact:**

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**Community Engaged Learning (CELS)**

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**The Rivers Institute**

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**Dayton Civic Scholar (DCS)**

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**Dayton Corps, AmeriCorps (pending grant approval)**

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