



## Graduate Assistant Request Form

Position Title:	Graduate Assistant/ Service-Learning Coord.
Department:	Community Service
Supervisor:	Anne-Marie Turnage
Funding Source:	Student Affairs

<input checked="" type="checkbox"/>	Academic Year	Year	2007 - 2008	<input type="checkbox"/>	Grad Intern
<input type="checkbox"/>	Summer	Year	2007	<input checked="" type="checkbox"/>	Grad Assistant
<input type="checkbox"/>	Fall	Year	2007		
<input type="checkbox"/>	Spring	Year	2008		

**Graduate Assistantships are to be academic in nature. Students are to be engaged in research or other scholarly activities that relate in some way to the mission of their graduate program.**

**Job Description: (Provide a description of the GA position.)**

MountainServe: Center for Rural Community Service and Learning requests a graduate assistant to work as a Service- Learning Coordinator. The Service- Learning Coordinator, working under the direction of MountainServe's Director, would serve as a liaison between the faculty and community agencies and organizations. The Service- Learning Coordinator would also communicate opportunities for, recruit, and train students to engage in service- learning.

**Responsibilities: (Supply details of the required/expected GA responsibilities.)**

- communicate service- learning opportunities to LHUP faculty and staff
- make in-class presentations about opportunities for service and civic engagement
- maintain a database of faculty engagement in service- learning
- provide pre-service training workshops for students, as needed
- assist MountainServe Director in coordinating a faculty reading circle on critical theory, service and the voluntary sector
- provides general assistance to the MountainServe Center, as needed

**Minimum Education and Experience**

The potential candidate must hold a BA or BS. Experience with Microsoft Office is required. Previous student leadership and/or volunteer experience is preferred.