

**Tennessee State University Job Description
Center for Service Learning & Civic Engagement
Graduate Assistant(s)**

Supervisor: Dr. Erik Schmeller

Number of GAs: 2

Position Summary:

The Center for Service Learning & Civic Engagement (CSLCE) Graduate Assistantship position aids department programs and classes through community outreach, academic support, and data analysis. The GA(s) will work directly with department staff and TSU students to create a better academic and co-curricular experience.

Responsibilities & Duties

- Supports CSLCE events and programming through coordination and execution.
- Assist with community service and outreach projects and planning.
- Provides support for UNIV 1000: Service to Leadership courses.
- Assist in data collection and analysis on the Educational Plan (PAW Plan).
- Assist with other CADENCE initiatives as needed.
- Provides administrative support through emails, phone calls, etc.
- Performs other related duties as needed.

Education & Experience

Minimum bachelor's degree required.

Currently pursuing a graduate level degree full-time at Tennessee State University (preference for degree in Education, Social Work, Psychology, Urban Studies, Public Administration, Sociology and other appropriate disciplines in the Social Sciences and Humanities)

Preferred Qualifications

- Must maintain the guidelines as established by the Title III grant.
- Must have excellent time management and organizational skills.
- Must have excellent written and oral and communication skills.
- Must be proficient in Microsoft 365.