

Announcing Opening for Graduate Assistant in the PSU Center for Academic Excellence

Program Assistant

POSITION DESCRIPTION:

Portland State University's Center for Academic Excellence (CAE) promotes and supports academic excellence in teaching & learning, community-based learning, and university assessment by enhancing faculty scholarship, improving student outcomes, and contributing to the Portland metropolitan community. The Graduate Assistant (GA) position to be filled will work specifically with the Community-University Partnership division of the CAE. The ideal candidate will be a strong communicator, with particular skill in writing. The candidate must have strong organizational skills. Also s/he must exhibit interest in intercultural communication, community-based/service-learning pedagogies, developing grant writing skills, and have comfort with the use of technology as a means to further organizational goals. While the work will vary from week to week, the graduate assistant will primarily work on three specific projects in CAE. 1) assist in convening and facilitating connections between outreach and partnership staff across the university; 2) assist with the continued development of the PSU Partnership Map; and 3) developing electronic tools to assist faculty, students, and community partners to develop and/or enhance community-university partnerships.

REQUIREMENTS FOR THE POSITION:

- Admitted to a graduate degree program, in good academic standing, and taking full-time credits towards the degree as required by the Graduate Assistant Terms of Appointment
- Strong written and oral communication skills
- Ability to reach out and communicate with faculty, administrative assistants, deans, and fellow students
- Knowledge of community-based learning/service-learning pedagogies
- Strong organizational skills
- Awareness and skill with intercultural communication
- Comfortable in a creative, autonomous, flexible work setting
- Presentation and group facilitation skills
- Gathering and organizing graphic images and stories from individual faculty and departments
- Website/HTML experience preferred
- Enjoy working as part of a team
- Commitment to the mission of Portland State University and the motto "Let knowledge serve the city"

COMPENSATION:

The graduate assistant position includes a tuition remission, though the student is responsible for university fees. The monthly salary is approximately \$642. This is a .3 FTE appointment requiring 12-15 hours per week (in compliance with the 2011-12 Graduate Assistant Tuition Remission schedule) from immediately-June 15th, 2012.

OTHER BENEFITS:

- Whenever appropriate, GA will be encouraged to connect course/program requirements to work responsibilities
- Gain experience with project management and professional communication across the university
- Experience with many diverse community organizations throughout the metropolitan region
- Learn first-hand about how to effectively create a vision for collaborative work across a number of university units and implement this vision in a way that results in sustainable outputs

TO APPLY:

Please send a resume, cover letter, contact information for two professional references to the address below. Review of applications will begin immediately.

Send application materials to:

Center for Academic Excellence, via e-mail to caestaff@pdx.edu

Write in the subject line: GA application-Program Assistant