

Responsibilities

Position Summary:

The Bennion Center seeks a graduate assistant with an interest in community engagement and student development. The position contributes to the community impact and civic education-focused mission of the Bennion Center by supporting the Alternative Breaks program and its students, developing independent projects and initiatives that integrate their course of study into their work in the Center, and generally advancing the Center's mission as a contributing member of the staff.

The Graduate Assistant will report to the Alternative Breaks Program Manager. The GA will support student leadership opportunities by advising and guiding student leaders toward successful recruitment efforts in Alternative Breaks (AB). This includes serving as a staff partner in the program and providing administrative support of the program, coordinating retreat and training details, room schedules, and aiding in the discount selection process.

The Graduate Assistant may also be asked to support Center-wide programs or initiatives based on the demands of the Bennion Center and/or Alternative Breaks program.

Job Duties:

- Mentor and advise the students of the AB Executive Board and supervise the AB student board representative.
- Assist in facilitating educational trainings for Student Leaders, Faculty/Staff Partners around topics related to the components of quality alternative breaks as well as social justice.
- Serve as a staff partner within the Alternative Breaks program: mentoring a student leader 1:1 as they plan, organize, and execute an Alt Breaks experience.
- Plan large program-wide events, such as Justice Workshops and Reorientation event, for participants to provide them strong foundations for their Alt Breaks experiences and continued engagement.
- Build meaningful partnerships with various stakeholders on campus to deepen our connection to our campus community and intentionally recruit for program participation.
- Provide administrative support to the program, including but not limited to, evaluating application processes, distributing break discounts and tracking student payments.
- Coordinate assessments to measure student learning program effectiveness.
- Serve as a Teaching Assistant for the BENN 2929 – Community Immersion online course, grading student assignments, and monitoring academic performance throughout each semester.
- Attend weekly meetings with EBoard, bi-weekly meetings with all staff/faculty partners and student site leaders, BC staff meetings, and EBoard retreats
- Engage in professional development opportunities at the U and beyond, such as with Break Away.

This position may require a commitment over Fall or Spring Break each year.