



Community Engagement Assistant (Graduate or Advanced Undergraduate Student)

Overview:

The Office of Outreach & Engagement seeks a community engagement assistant to document and support engagement efforts between NC State faculty, staff, students and external partners. The community engagement assistant will work closely with the Office of Outreach & Engagement to enter faculty and staff activities into Collaboratory, a web-based tool designed to build connections and help universities understand the landscape of their engagement.

This position provides an excellent opportunity for hands-on experience and exposure to the many ways that NC State faculty, staff and students are engaging with the community to achieve mutually-beneficial goals. This position is ideal for a graduate student or advanced undergraduate student who has a passion for community-engaged scholarship, community organizing or development, social justice, complex social issues or the role of higher education in society.

Responsibilities:

- Gather information about faculty and staff engagement from existing sources including faculty profiles, websites, publications and CVs
- Interview faculty and staff to learn more about their engagement activities
- Enter faculty and staff engagement activities into Collaboratory
- Communicate with faculty and staff regarding the status of their activities in Collaboratory and ensure activities are accurate, verified and submitted for public viewing

Skills / Competencies:

- Current NC State graduate or advanced undergraduate student
- Passion for and experience with community engagement (e.g. teaching assistant or instructor for a community engaged course, member of an engaged research project, coursework focused on engaged scholarship, etc.)
- Familiarity with qualitative interviewing techniques
- Excellent communication and organizational skills and experience engaging multiple stakeholders (e.g. faculty and staff, community partners and students)
- Ability to work independently and collaborate effectively with a team



- Ability to handle multiple tasks simultaneously and meet deadlines
- Proficient in Microsoft Word, Excel, Power Point, databases and web browsers

Location:

Flexible

Hours and Compensation:

- 9-29 hours per week at \$18/hour
- Start Fall Semester 2022
- Strong preference for a minimum one academic year commitment

Interested students should send a resume, cover letter and hours of availability to:

Stacy Bluth
Collaboratory Program Manager
Office of Outreach & Engagement
sbluth2@ncsu.edu