PROGRAM OVERVIEW
The Volunteer and Service-Learning Center (VSLC) at East Carolina University, in partnership with local, regional, and international communities, seeks to foster an environment where individuals learn about themselves and their community, take action through service, and advocate for lasting social change.

THE UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of nearly 27,000 students, making it North Carolina’s third largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 62,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY
Applicants should possess a bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. All applicants should be in good conduct and behavior standing with East Carolina University, as well as local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, interpersonal and organization skills, possess some knowledge of poverty, hunger, food security, and be comfortable working in a kitchen setting as needed. Applicants should possess knowledge of teamwork, exercise high-levels of independent judgment, and ability to work with with technology and social media such as: OrgSync, CKECU online reporting, and Microsoft Office. Applicants should be willing to complete ServSafe certification.

SCOPE OF POSITION
This position, awarded to a registered graduate student in good standing with the University, will work within the Volunteer and Service-Learning Center to provide administrative and advisory support to VSLC student-led programs, specifically the Campus Kitchen at East Carolina University (CKECU). The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 20 hours per week during the academic semesters. The Associate Director of Student Leadership and Education Programming is the Graduate Assistant’s immediate supervisor.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- Advising and Helping: Addresses the knowledge, skills, and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups
- Leadership: Addresses the knowledge, skills and attitudes required of a leader, whether it be positional leader or member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

RESPONSIBILITIES
Selected List of Responsibilities:

- Support VSLC student-led programs, specifically the CKECU program, which includes but not limited to: all communication, education/leadership programs, special events, food procurement initiatives, fundraisers, grant opportunities, supplies, supervision of student leaders, etc.
- Collaborate working relationships with all CKECU partner and audiences such as (community partners, Todd Dining Hall/Aramark, professional staff, faculty, businesses, and other external partners) and The Campus Kitchens Project.
- Assist in coverage of the VSLC office/area and events, such as providing professional customer service in addition to or in the place of professional staff members. Attend specific CKECU, SIL/Student Affairs conferences and workshops as needed.
- Participate in VSLC activities (marketing and recruitment events, staff meeting, and campus wide events) as requested and assist VSLC with the implementation of specific VSLC programs and duties (student-led programs, assessment, etc.).
- Maintain a professional, courteous, and knowledgeable demeanor at all times, this includes but is not limited to business dress, professional written and verbal communication skills.

DATES OF EMPLOYMENT & COMPENSATION
- Expected work dates are August 17, 2015 – December 16, 2015 and January 4, 2016 – May 5, 2016 (Start 1/wk before classes)
- Stipend of $9,427.00 for 2015-2016 academic year - $523.72 bimonthly for eighteen (18) pay periods evenly spaced throughout the length of nine (9) months of employment.
- Tuition and fees remittance for an in-state graduate student registered for nine (9) or more hours each semester (Fall 2015 and Spring 2016), as dictated by the ECU Cashier’s Office. This will not exceed $12,573.00 for the nine (9) months of employment. Payment will be made directly to the ECU Cashier’s Office.
- Late fees, books, materials/supplies, housing, meal plan, and all other associated fees will be the responsibility of the student.
- Compensation package will not exceed $22,000 for the nine (9) months of employment.
APPLICATION PROCESS

Apply for this position via the website www.ecu.edu/SAarp. Along with the electronic application, prepare to upload a cover letter, updated resume, and list of three references including name, phone number and email address. For additional information about this specific Graduate Assistantship, contact Nichelle Shuck at (252) 328-6979 or shuckn@ecu.edu.