PROGRAM OVERVIEW
The Lucille W. Gorham Intergenerational Community Center (IGCC) has the mission of providing quality services that empower positive changes across generations—regardless of age, race, creed, religion, economic status, or educational level. We provide services in the area of education, health and wellness, community engagement, partnership, resources, and economic development to promote the independence and self-sufficiency among the residents of West Greenville and Pitt County.

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. Additionally, all applicants should be in good conduct and behavioral standing with East Carolina University, as well as with local, state, and federal laws. May be from any discipline, but most relevant majors are Social Work, Public Health, Marketing, Business, and Education. The applicant should possess a positive attitude, strong work ethic, flexibility, initiative, excellent organizational and communication skills, and the ability to be a team player and work with a diverse group of individuals.

SCOPE OF POSITION
The Graduate Assistant for the Lucille W. Gorham Intergenerational Community Center requires 20 office hours per week commitment, with the exact schedule to be determined upon hiring. The Graduate Assistant will report directly to the Program Director for the ECU YES 21st CCLC Program. The Graduate Assistant to work with ECU YES 21st CCLC Program including providing assistance with Youth Apprenticeship Program (YAP) and IGCC Fit Program. The Graduate Assistant duties may include but are not limited to:

- Assist with administrative duties including but not limited to creating and maintaining participant files, data collection processes, and reporting.
- Assist with the camp events, activities, and curriculum of ECU YES 21st CCLC Program. This includes gaining feedback from past participants, establishing working committees, and implementation of ideas.
- Update office publications such as newsletters and the departmental website as needed.
- Assist in the coverage of the office, such as providing customer service in addition to or in place of professional staff members.
- Other duties as assigned by the IGCC Executive Staff and/or Program Director.

DATES OF EMPLOYMENT & COMPENSATION
- Hourly pay which will equal approximately $7,000 total for both semesters.
- This is a 20 hour per week position, but may vary during holidays and school breaks.

APPLICATION PROCESS
Apply for this position via the website www.ecu.edu/SAgarp. 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 Tara Worrell at (252) 328-5800 or worrellt@ecu.edu.