Community-Engaged Scholarship Graduate Hourly Position

The Morgridge Center for Public Service, created in 1996 through an endowment by UW-Madison alumni John and Tashia Morgridge, connects campus with community through service, community-based learning, and community-based research to build a thriving democratic society. We encourage service-oriented individuals to consider being a part of our family. Information regarding all of our programs and services can be found at our website: http://www.morgridge.wisc.edu/.

Position: We are seeking a part-time graduate hourly to help support our growing community-engaged scholarship (CES) programs.

Required Qualifications:
- Bachelor’s degree required, Masters preferred.
- Demonstrated experience within a community-based learning (CBL), community-based research (CBR), or other community-engaged work, and/or relevant work in the administration of a successful academic program within a higher education setting.
- Strong commitment to using a social justice approach to community engagement

Desired Knowledge, Skills, Abilities:
- Familiarity and experience with community-engaged scholarship pedagogies
- Flexibility to meet the dynamic needs of the position and respond to shifting priorities throughout the academic year
- Strong capacity for data collection and organization
- Excellent communication and interpersonal skills
- Strong problem-solving abilities and excellent follow-through
- Demonstrated experience working both independently and collaboratively
- Proficient in Microsoft Office programs

Responsibilities:
I. Community-Based Learning (CBL) support (30%):
- Support the Center’s CES staff with maintaining an accurate database of CBL courses and liaising with the Registrar’s Office to update during semester.
- Provide administrative support for CBL course development grants: organizing proposals, convening review committee meetings, tabulating scores and feedback

II. Engaged Scholarship programming organization and support (35%)
- Support the management and administration of the Wisconsin Idea Exchange Database
- Assist with the development and implementation of presentations, workshops, orientations and other professional development opportunities for faculty, staff and graduate students
- Work with Marketing/Communications Specialist to promote CES initiatives and resources to faculty, students and community partners
- Support CES staff with background research and special projects

III. Support CES efforts for graduate students (25%)
- Support programming for the Association of Graduate Engaged Scholars (AGES)
- Assist with other graduate student programs including Masters’ Certificate/PhD Minor

IV. Other (10%),
- Perform other CES duties as requested

Accountability and Staff Relationships:
- Reports to the Assistant Director for CES of the Morgridge Center for Public Service
- Member of Morgridge Center for Public Service student staff

EQUITY & INCLUSION STATEMENT

The Morgridge Center for Public Service actively seeks out diversity in our workplace. We strive to provide a safe, comfortable, and accepting atmosphere. As a close partner and next-door neighbor to the Multicultural Student Center and the LGBT Campus Center, as well as an equal opportunity employer, we encourage students of all cultural and ethnic backgrounds to consider being a part of our team.

For more on the University of Wisconsin – Madison’s Affirmative Action policy please click here, https://oed.wisc.edu/aa-compliance/.

Hours and Compensation:

This is a graduate hourly position at $15/hour at 8-10 hours per week.
Application open until November 30, or until filled. To apply, send a cover letter highlighting your qualifications along with a resume and the names and contact information of two (2) professional references to: Haley Madden, hmadden@wisc.edu. Call 608-263-2432 with any questions. All details can be found at: http://www.morgridge.wisc.edu/aboutus/employment.html