Ozanam Scholars Program (Service Graduate Assistant- SGA)

Description of Services Provided by the Department: St. John’s University’s Vincentian Institute for Social Action (VISA) supports university-wide efforts to explore the causes of and develop solutions for poverty and social injustice throughout the world. VISA has formed strategic partnerships with service organizations that have a history of successful implementation of sustainable projects that have significantly impacted the lives of the disadvantaged. Reporting to the Assistant Director of Outcomes Assessment & Community Partnerships, the Service Graduate Assistant (SGA) will support the service component of the Ozanam Scholars Program. This position will engage closely with service with Ozanam Scholars (undergraduate students), social justice discussions focused on the areas of poverty and the conduits to making change and assist in professional development of the students. The SGA will serve as the primary liaison for all service-related matters between the department administrators, staff of the community partner organizations, and Ozanam Scholars.

If the student's learning experience is not related to the student's field of study, please describe how the student will benefit from this Graduate Assistantship.

This Graduate Assistant position will provide students a leadership role examining real-world social justice issues through service and research.

Describe the major activities the GA will be involved with and evaluated on:

1. Facilitate day-to-day service logistics including, but not limited to: monitoring, verifying, and inputting service hours on a weekly basis; assist with Ozanam Scholar student orientation and service trainings; troubleshoot service site related issues and/or concerns; attend Bi-Weekly Team Meetings; and general administrative responsibilities.
2. Supervise and manage student participation/performance at service; facilitate social-justice orientated reflections pre and post active service; provide guidance to the Ozanam Scholars in the formation, development, implementation, and evaluation of independent and group research questions that demonstrate a critical assessment of service site needs and assets; co-create and co-lead monthly service reflections to engage Ozanam Scholars in social justice discussions connected to weekly service; provide Ozanam Scholars with written and oral follow-up regarding service, addressing concerns and/or issues, and general needs.
3. Provide van transportation for Ozanam Scholars to and from service sites; assist with transportation for other areas of Mission as requested by Assistant Director; assist with van maintenance (i.e. maintaining van cleanliness, mechanical maintenance and safety check, make sure van are kept gassed, etc); provide daily updates to Assistant Director regarding van performance.
4. Assist with implementation and evaluation of research projects and service initiates at sites; assist in identifying potential research opportunities focused on poverty and social justice with organization and departmental staff, and Ozanam scholars; assist in evaluating service impact and research on students, partner organizations, and host communities.

Qualifications:

- Describe the type of graduate degree program related to the Assistantship being requested:
  Two-year social sciences & liberal arts programs are preferred and encouraged to apply. PLEASE NOTE: Due to this position’s need for flexibility, students in programs that REQUIRE internship hours, student teaching hours, and field-work hours that may conflict with the GA position are asked to NOT apply
- Completed a bachelor's degree from an accredited college or university with a major in: Any undergraduate major. Social science majors and liberal arts, especially Psychology, Sociology, Criminal Justice, and English preferred.
- Experience required: This position requires driving a University vehicle (12-passengar van), with employment contingent upon satisfactory results of a DMV background check and valid driver’s license (familiarity with NYC driving rules and regulations); flexible schedule (some weekends and evening hours are required as well as periodic scheduling changes); experience in a developmental and mentorship role with the ability supervise and manage undergraduate students; experience with facilitating service trips and leading reflections; awareness on topics related to poverty and social justice; ability to engage in socio-political conversations around current and historical events and their effects on diverse at-risk populations; ability to develop and maintain appropriate professional relationships with University community partner administrators/staff; strong verbal
...and written communication skills; ability to learn new technologies and administrative process quickly.

**Compensation:**
- Stipend in the amount of $4000
- Tuition remission ☐yes  ☐no

**Dates of Assistantship:**
- Start date: Fall, September 2022, End date: Spring, May 2023
- Hours per week 20 (excluding breaks, university holidays, evenings and weekends)
- (If the GA is required to be available during breaks and on university holidays it must be specified in the original contract-otherwise they are not required.)
- (Need to be available one week before and one week after the beginning/end of the semester-specified in the original contract-otherwise they are not required.)

**Contact to receive resumes:** Agwumezf@stjohns.edu