POSITION OPENING
Institute for Nonprofits’ Graduate Assistant
Starting January, 2010

The primary functions of the Graduate Assistant for the Institute for Nonprofits are to support the Director of the Institute with the development and implementation of the undergraduate Minor in Nonprofit Studies and to grow the Institute’s list of community partners for internships, service learning, and student volunteerism.

The duties of this position include:

- Advising students with course choices and career development
- Recruiting students to the Nonprofits Studies Minor through various marketing events, including class presentations, campus events, drop-in visits, and scheduled appointments;
- Increasing the number of local nonprofit organizations working with students;
- Placing students in local nonprofits for internships and service learning experiences;
- Developing and maintaining relationships with nonprofits in the community;
- Working closely with faculty to support course needs;
- Identifying student project needs and matching them with local nonprofit needs;
- Developing promotional materials related to the minor;
- Collecting and analyzing data related to the minor;
- Presenting information on the minor to various internal and external groups;
- Producing and distributing bi-weekly newsletters informing students and community members about campus and community events and highlighting student achievements;
- Assisting in identification and coordination of speaker and field trip opportunities;
- Coordinating a scholarship program for undergraduate students;
- Maintaining student database;
- Providing content for Institute’s website;
- Performing various additional tasks as required.

The position is for an average of 20 hours per week with flexible hours needed for Institute events. The compensation includes stipend, tuition, and benefits as outlined by the Graduate Student Support Plan for fall and spring semesters. Summer compensation is hourly. Students who are available for summer employment are preferred. Students must be in good academic standing with a minimum G.P.A of 3.0 and be enrolled for a minimum of 9 credit hours.

The Institute for Nonprofits is part of NC State University and the College of Humanities and Social Sciences. Its mission is to enhance the capacity and leadership of nonprofit organizations through research, education, and engagement. The Institute is located at 219 Oberlin Road near the Cameron Village Shopping area.

To apply for the position, please send a resume and names of two references to Professor Mary Tschirhart, using nonprofit@gw.ncsu.edu or via postal mail to Institute for Nonprofits, 219 Oberlin Road, Raleigh, NC 27605, CAMPUS BOX 7011, re: Graduate Assistant Position. The deadline for applications to this position is November 23, 2009.