

MERCYHURST UNIVERSITY POSITION DESCRIPTION

Job Title(s): Community Engagement Graduate Assistant
Location: Erie
Reports to: Director of Academic Community Engagement

SUMMARY

The Community Engagement Graduate Assistant at Mercyhurst University supports service-learning and community engagement initiatives that enhance the student experience and strengthen partnerships between the campus and local communities. This role involves assisting with service events, weekly programming, assigned projects, and mentoring/coaching students. The position requires a commitment of at least 20 hours per week.

DUTIES AND RESPONSIBILITIES:

Support the student experience in the community

- Transport students to local nonprofit service sites using a passenger van (including occasional weekend projects).
- Design interactive visuals using platforms like Canva to promote service-learning and community engagement opportunities.
- Enhance social media engagement by posting volunteer opportunities and interacting with university accounts to connect with internal and external stakeholders.
- Develop and distribute a monthly Service Newsletter highlighting volunteer opportunities, community events, Mercy Market offerings, and department updates for students, faculty, and staff.

As arranged with supervisor and GA team member:

- Assist with the Beyond the Gates (BTG) 1-credit community engagement course by ensuring student participation, assignment completion, and site visit scheduling through outreach when needed.
- Support Mercy Market operations, including real-time needs, program evaluation, and procedural documentation.
- Help the Mercy Market GA manage services, which may include:
 - Performing tasks like package pick-ups/returns, vehicle maintenance, item retrieval/drop-off, pantry restocks, etc.
 - Organizing and managing inventory (school supplies, professional clothing, food pantry items, textbooks) alongside the Mercy Market GA and work-study students.
 - Collecting and logging donations (clothing, supplies) from students, faculty, and staff.
 - Collaborating on new ideas, offerings, and creating informational graphics.
- Regularly check in with work-study students to ensure smooth operations and completion of tasks.
- Assist with sustainability office projects and initiatives as needed.
- Organize storage and supply areas used by the Community Engagement department.
- Support administrative and organizational projects for the Mission areas as requested.

Collaborate with office staff and non-profit organizations for excellent community service experiences:

- Assist with planning and executing the annual August Welcome Week freshman service project and other service-related networking fairs and events throughout the year.
- Share project leads, community contacts, and needs with department staff as appropriate.
- Promote item collection drives (e.g., Glove Drives, Food Drives) on behalf of university community partners.
- Collect, transport, and deliver donated items to community partner locations hosting drives in collaboration with the university.
- Conduct site visits to community partners in the Erie area to gather feedback, ensure satisfaction with university partnerships, address any concerns, and promote upcoming community events via social media.
- Perform other duties as assigned.

REQUIRED EDUCATION/EXPERIENCE

A bachelor's degree; experience working in an educational environment

PREFERRED EDUCATION/EXPERIENCE

A bachelor's degree in a related field plus 1-2 years of experience in nonprofit organization or related work; comfortable working in a faith-based higher education environment; comfortable transporting students in a minivan and/or passenger van.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to collaborate with diverse groups and individuals from diverse backgrounds
- Commitment to cultivating social responsibility, cultural awareness, understanding and appreciation of the Catholic faith tradition, and an ethic of civic engagement
- Commitment to the Mission of the university
- Understands and acts upon the Mercy worldview
- Proven ability in planning, implementing, and managing projects and special events
- Proven ability to recognize areas of growth/improvement and take initiative
- Excellent organizational, oral, and written communication skills
- Possesses social media and website management skills
- Maintains a current driver's license with minimal infractions and has a willingness to safely transport students locally using university vehicles

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until the date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities. Candidates must be currently eligible to work in the United States