

TAYLOR STUDENT EMPLOYMENT OPPORTUNITIES 2019-2020

Tulane University is an Equal Opportunity Employer committed to hiring a diverse workforce. We encourage those who are from traditionally underrepresented groups to apply, including students who are of color, women, LGBTQ, differently abled, and veterans.

Taylor is seeking a diverse team of responsible, open-minded, motivated, and dynamic “changemaking” Student Fellows and Graduate Assistants (GAs) who are excited to join a culture of collaborative social innovation and design thinking at Tulane and in New Orleans. Taylor Student Fellows are more than the usual student worker and will be treated as paraprofessionals. Taylor GAs are expected to perform to a high level of professionalism. Fellows and GAs will shape our continued growth and impact.

Specifically, Taylor Center Student Fellows and GAs:

- *Are ambassadors of the Taylor Center engaging the Tulane and New Orleans community through on and off campus programming and social media*
- *Create, implement, and communicate Taylor programs and outreach materials*
- *Are self-starters who can self-structure their work and are comfortable with ambiguity*
- *Possess the initiative to thrive in a dynamic environment*
- *Must be comfortable working at a fast pace*

TAYLOR EMPLOYMENT COMMITMENTS

TAYLOR STUDENT FELLOWS:

- Work for the entire 2019-2020 academic year with the expectation of employment during fall and spring terms
- Work an average of 15 hours each week, with 12 scheduled front desk office hours and 3 flexible out of office hours. Some weeks will be busier, and some weeks will be lighter, depending on Taylor’s programming schedule
- Work evening and weekend hours, as required, to implement effective programming and outreach

TAYLOR GRADUATE ASSISTANTS:

- Work for the time commitment stipulated in the individual job description, which may include summer employment.
- Work 10-20 hours per week, depending on the specific position. Some weeks will be busier, and some weeks will be lighter, depending on the specific position.
- Work evening and weekend hours, as required and communicated in advance

REQUIRED QUALIFICATIONS FOR ALL TAYLOR STUDENT EMPLOYEES

- **CHARACTER TRAITS**
 - Approachable and friendly demeanor, with a strong customer service orientation
 - Flexible and adaptable
 - Empathy: have strong people and relationship-nurturing skills
 - A can-do, optimistic attitude
 - Self-motivated and able to work independently when needed
 - A team player: Able to collaborate effectively and generously as part of a team, with diverse students, staff, faculty and community partners
- **COMPETENCIES**
 - Strong oral, written communication, and public speaking skills
 - Strong relationship building and people skills
 - Ability to prioritize, handle multiple tasks, and work independently.
 - Ability to balance professional and personal boundaries
 - Writing skills for short blog posts, email communications to a general audience, and reports

• **KNOWLEDGE/SKILLS**

- Strong problem solving, organization, presentation, and decision-making skills
- Working knowledge of standard computer programs, specifically Microsoft Office (Word, Excel, Publisher, PowerPoint), Google Drive, BOX, desktop publishing, and/or website maintenance
- Comfortable using social media (FB, Twitter, Instagram)
- Good time-management skills: must be punctual, timely, and deadline oriented
- Strong problem solving, organization, presentation, & decision-making skills

PREFERRED QUALIFICATIONS FOR ALL TAYLOR STUDENT EMPLOYEES

- An understanding of social innovation as a field (i.e., changemaker, social entrepreneurship, design thinking, community engagement)
- Proven leadership skills via student organizations, employment, event planning, community service and/or outreach activities.
- Experience in advertising, communications, marketing, promotions, or other outreach experience via business, class projects, student or community organizations.
- Photography or multimedia experience and graphic design skills
- Work experience with community agencies, social enterprises, and/or non-profit organizations (volunteer, internship, or paid)
- Working knowledge of campus cultures, departments, student organizations, and other resources relevant to Taylor

ELIGIBILITY

- Must be enrolled as a student at Tulane in both Fall and Spring 2019/2020
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative GPA of 3.0

TRAINING /Orientation

- *Required student employee orientation on Friday, August 23rd from 12-5 pm*

Important Dates	
Application Deadline	Fellows: May 19th
Interviews:	GA positions: Encouraged by May 19, rolling
In-person Fall Orientation:	Summer, 2019 (remotely or in person)
First Day of work:	Friday, August 23rd, 12-5 PM
Apply at	Monday, August 26
	<u>http://bit.ly/Taylor_StudentEmployment_2019</u>

Student Fellowships (open to graduate and undergraduate students)

Design Thinking (up to 4 positions available): Pgs 4, 5

Design Thinking (DT) Fellows support, help design, facilitate, promote, and execute a variety of design thinking for social impact education programs including the human-centered design “crash courses” and the Fast 48 weekend bootcamp. DT Fellows are responsible for increasing awareness of DT through education, workshops, and partnerships with campus and community partners.

Communication and Marketing (up to 3 positions available): Pgs 6, 7

Communication & Marketing (C&M) Student Fellows will communicate, promote, and market Taylor programs, events, trainings, and activities. C&M Fellows are the authors and curators of various marketing platforms including, but not limited to, the Taylor newsletter, TaylorHub (our blog), event calendars, Facebook and Instagram. This team is also in charge of photographing events, directing short promotional and informational videos, and graphic design work.

Graduate Assistantships (open only to graduate students)

CI Social Venture Accelerator GA (1 position): Pgs 8, 9

The CI graduate assistant will work together with staff to develop, organize, promote, and execute Taylor’s social venture accelerator program. The GA will plan the institute (review previous year’s evaluation materials, revise curriculum, recruit participants and secure mentors and speakers) and then execute the program in the spring, which will include weekly meetings and 4 Saturday sessions with accepted ventures.

Life Design Assessment GA (1 position): Pgs 10, 11

The Life Design Graduate Assistant will work together with Taylor staff to communicate, promote, support, and expand meaningful life design programming at Tulane University - helping students identify where their academic interests intersect with their desire to create positive social impact. The Life Design GA's primary responsibility will be assessing the impact of TYL courses, providing administrative support to "Taylor Your Life" (TYL) classes, and supporting programming in the Changemaker Residential Learning Community (RLC).

Research and Scholarship in Social Innovation GA (up to 2 positions): Pgs 12, 13

The GA for Research and Scholarship in Social Innovation will help design, execute, and support a range of scholarly and applied research-related activities at Taylor. Work will include co-authoring and proofreading scholarly products as well as designing data collection activities. The individual will be part of the research team at Taylor and will be expected to meet regularly and coordinate efforts with others.

Design Facilitation for Social Impact GA (at least 1 position): Pgs 14, 15

The GA for Design Facilitation for Social Impact will help run training experiences for campus and lay audiences in design thinking for social impact. This GA might also lead groups in design-led processes to address challenges. The work will be part of regular design for social impact programming at Taylor (i.e. Fast 48), as well as contribute to custom design facilitation and/or trainings (TBD). The individual will be part of the Taylor design thinking team and will be expected to work with other trainers and facilitators.

Read the full job descriptions and apply at:

http://bit.ly/Taylor_StudentEmployment_2019

Student Fellowship: Design Thinking (up to 4 positions available)

A fall 2019 and spring 2020 paid position to support Taylor Center design-thinking outreach and education to promote changemaking and social impact

POSITION SUMMARY

Design Thinking (DT) Student Fellows apply empathy, design discovery, a bias to action, and other design mindsets in tackling complex challenges as changemakers. The DT Fellows will work with the Taylor team and partners to design, coordinate, and lead design thinking for social impact.

JOB DUTIES

Note: Job duties will be refined and might evolve based on the interests and abilities of the Student Fellow and the needs of Taylor programs.

Main Functions: Support design thinking outreach and education

- Help to implement Taylor's design thinking for social impact education and outreach mission
- Assist with special events and opportunities (e.g., workshops, lectures, co-curricular programs and/or research projects as needed)
- Additional duties dependent on the individual and Taylor Center needs

Duties include:

- Facilitate workshops for diverse audiences to cultivate design thinking abilities/applications
- Present on design thinking approaches and applications for various audiences
- Support campus and community partners to use/learn design thinking
- Share knowledge of design theory, methods, and practice with the Taylor community
- General fellowship duties (staffing reception, hosting visiting speakers, maintaining space, etc.)

Example activities you might be involved in:

- Help to organize and facilitate our Fast 48 design thinking bootcamp (1x/semester)
- Deliver customized learning experiences for partners like CELT or Xavier University
- Assist with logistics for visiting speakers and guests
- Write/research design thinking education on other campuses and centers
- Explore new channels for our diverse learners to practice skills (advanced workshops, applications)
- Maintain a database of design thinking education, outreach, partnerships, applications, etc.

PREFERRED QUALIFICATIONS that make you more competitive

See cover page for preferred qualifications for all Taylor Student Fellows. In addition:

For this position, we are looking for students with (some) experience with design thinking. Applicants should be open and curious to learn more, and willing to take on self-directed learning experiences.

Design thinking for social impact competencies:

- A demonstrable understanding of mindsets for human-centered design/thinking
- Practical ability to draw on a toolkit of human-centered design (HCD) methods
- A basic knowledge of applications of HCD/DT for social and environmental issues
- Community engagement experience, competencies, and knowledge of specific social impact organizations on campus and in New Orleans

Additional useful skillsets:

- Public speaking and group facilitation experience (confident with large groups)
- Experience in marketing, promotions, or other outreach experience
- Design software (ex: graphic, product, architecture)
- Photography and videography
- Other multimedia experience

SUPERVISION

DT Fellows report to the A. Director for Design Thinking for Social Impact (the DT Professor of Practice).

Student Fellowship: Communication & Marketing (up to 3 positions available)

A fall 2019 and spring 2020 paid position to support Taylor Center communication and marketing efforts at Tulane and in New Orleans

POSITION SUMMARY:

C&M Student Fellows work together with Taylor staff to communicate, promote and market SISE and Taylor programs and activities. C&M Fellows are the authors and curators of various marketing platforms including, the Taylor newsletter, TaylorHub (our blog), Taylor's website, event calendars, and social media (Facebook, Instagram, and Flickr). Other tasks include photographing events and graphic design work.

Each C&M Student Fellow will take the lead on one or more communication platform (ie. Newsletter, blog, social media, etc.). The assignment of these platforms is based off the expressed skills, interests, and strengths of the applicant and the team's needs. Student fellows will receive strategic guidance from their staff supervisor.

Duties will evolve over the year with increasing responsibility and creativity for developing content and communications and promoting broad awareness about Taylor programs. This includes the potential to start marketing projects that align with Taylor values and the position description.

JOB DUTIES

Note: See cover page for additional duties for all Taylor Student Fellows. Job duties will be refined and might evolve based on the interests and abilities of the Student Fellow and the needs of Taylor programs.

Function: Manage Outreach + Communication of Taylor Activities to Diverse Audiences

- Manage requests to promote opportunities to the Tulane community via our marketing platforms.
- Ensure broad awareness of Taylor programs, including the SISE academic minor and Taylor co-curricular offerings.
- Follow social innovation news and integrate timely coverage into Taylor publications and communications
- Continuously build audiences through social media following and subscriptions to newsletters.
 - Maintain a database of contacts and relevant newsletters.
 - Track social media through dashboard indicators and share with supervisor and Taylor staff.
- Communicate with Hullabaloo, New Wave, and other campus publications to foster partnerships and goodwill in promoting important Taylor Center/ SISE events as well as community and campus opportunities.

Function: Digital Marketing Maintain Social Media Accounts by posting multiple times a day on the Taylor Facebook and Instagram.

- Publish original creative, visually rich content to the TuChangemaker Hub Blog from guest award recipient bloggers throughout the semester.
- Increase blog traffic by sharing on social media platforms.
- Write, collect, and post news items of Taylor events, staff, faculty, and affiliates for the blog and social media.
- Build dialogue and interact with followers on all forms of social media
- Publish weekly newsletter at the same time and day each time each week (or on the weekly schedule your team deems appropriate)

Function: Creative Engagement and Marketing Planning

- Plan and execute dynamic multimedia engagement including, but not limited to, video campaigns, memes, and tabling.
- Design, create, and distribute visually appealing marketing materials, digitally and in print.

- Develop and Share Marketing Strategies with Taylor team.
- Work with Taylor Center staff to coordinate marketing materials to make sure they align with center brand guidelines.

REQUIRED QUALIFICATIONS:

See cover page for required qualifications for all Taylor Student Fellows. In addition:

- Familiar with Facebook and Instagram
- Attentive to detail and especially comfortable adapting to a changing environment
- Demonstrated written communication and editorial skills.

PREFERRED QUALIFICATIONS that make you more competitive:

See cover page for preferred qualifications for all Taylor Student Fellows. In addition:

- Knowledge of standard computer programs and web platforms, specifically Microsoft Office Word, Powerpoint, Wordpress, and BOX.
- Knowledge of video, photography and/or design software, like Canva or Adobe Creative Site tools.
- Willingness to learn professional software: Asana, Google Analytics, Wordpress
- Demonstrated experience or interest in graphic design: photography, editing software, infographic design

SUPERVISION

CM Fellows report to the Communication and Marketing Coordinator.

Graduate Assistantship: CI Social Venture Accelerator (1 position available)

A fall 2019 and spring 2020 paid position to support upper level (mostly graduate) students building social ventures.

ABOUT CI SOCIAL VENTURE ACCELERATOR:

The Changemaker Institute social venture accelerator program incubates social ventures in the Tulane community by fostering learning and growth, community partnerships, mentorship, and the development of social entrepreneurial skills among upper-level students in the early idea phase of development.

Throughout CI, students develop ideas and build long-term plans for their ventures by interacting with local innovators, mentors, peers, alumni, and community leaders working at the nexus of social change and innovation in the wider community. We support sustainable ideas with strong social missions and offer students:

- Growth in social entrepreneurial skills
- Business model development
- Mentorship from the Tulane and New Orleans social entrepreneurial communities
- Support from an active international Changemaker Institute alumni network
- Preparation for applying to funding opportunities at Tulane and beyond

POSITION SUMMARY:

The CI Graduate Assistant will support Taylor staff in running the Institute. To plan, the Graduate Assistant will review programmatic materials from the previous year, promote CI and recruit upper-class students (primarily graduate students) to participate. The GA will help execute the Institute by hosting weekly meetings, organizing speakers, providing weekly mentorship and support to student participants.

The CI Fellow must be available for a weekly weeknight meeting with participants and for an estimated four Saturday workshops in the spring from 9 AM-3 PM. The CI Fellow is expected to work 15-20 hours per week.

PERFORMANCE STANDARDS/WORK DUTIES:

Work Duties (Fall)

- Assess previous year's program feedback and host a focus group with CI alumni
- Create and execute a CI marketing plan to reach graduate students
- Promote CI via graduate classes and organizations
- Recruit, host interviews, and select a diverse cohort of 3-7 social ventures
- Revise CI curriculum, deliverables, and application as necessary
- Select, finalize, and prepare guest expert speakers for the CI sessions
- Manage the CI budget (~\$5,000)

Work Duties (Spring)

- Help facilitate weekly cohort meetings and 4 weekend workshops
- Track individual venture progress and provide weekly written feedback to teams
- Provide 1:1 mentorship and support for CI ventures
- Revise program curriculum to best meet the cohort's needs
- Coordinate all logistics for sessions (preparing speakers, ordering food, preparing internal agendas, etc.) as well as the Student Showcase at the end of the semester

REQUIRED QUALIFICATIONS:

Note: See cover page for required qualifications for all Taylor Student Employees.

- Bachelor's Degree from an accredited College or University
- Enrolled in a degree-bearing graduate program at Tulane (at the masters or doctoral level)
Applicants can be enrolled in any discipline or department at Tulane
- Passion for nurturing fellow students' ideas and projects
- Interest in social venture development and organizational management
- Strong networking skills—able to connect resources with CI needs
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner

PREFERRED QUALIFICATIONS that make you more competitive:

Note: See cover page for preferred qualifications for all Taylor Student Fellows.

- Peer-mentoring experience
- Entrepreneurial or Business experience
- Project management experience
- Prior experience working with social entrepreneurs, start-ups, student-led social ventures, changemakers and/or social intrapreneurs
- Demonstrated commitment to personal development, professionalism, multi-cultural education, creativity, collaboration, and initiative
- Public speaking and group facilitation experience—confident with large groups

REMUNERATION

- Approximately 15 hours/week on average from August to early May (specific hours/week might vary from 10/week to 20 hours/week at times). Pay rate is est. \$15/hour, paid in monthly stipends (\$7,500 total)
- Students can apply for up to \$1,500 in professional development support through the Changemaker Catalyst Award

SUPERVISION

The CI GA reports to Assistant Director of Career Education, Julia Lang.

Graduate Assistant in Life Design (1 position available)

A fall 2019 and spring 2020 paid position to build and support life design initiatives to help students envision and create changemaking professional pathways

POSITION SUMMARY:

The Life Design Graduate Assistant will communicate, promote, assess, support, and expand meaningful life design programming at Tulane University— helping students identify where their academic interests intersect with their desire to create positive social impact. This GA's primary responsibility will be assessing the impact of life design programming at Tulane, building out curricular resources, and supporting programming in the Changemaker Residential Learning Community (RLC). Duties will evolve over the year with increased responsibility and creativity for developing content, assisting with training, and planning and running events in the RLC. The Life Design Graduate Assistant is expected to work 15 hours per week, including some evening and weekend events and classes.

More information about the programs supported by this position is below:

- **Taylor Your Life** is a life design lab that applies methods and mindsets of design thinking (human-centered design) to career development for undergraduate and graduate students. There are currently ~20 sections taught per year. The Graduate Assistant will support the growth and scale of this course across the university and beyond.
- **The Changemaker RLC** is a residential living-learning community for first-year interested in social change. The Graduate Assistant will assist with student mentorship, planning events, and engaging RLC students as changemakers at Tulane and in New Orleans.

PERFORMANCE STANDARDS/JOB DUTIES

Assist in the execution and strategic development of Taylor Your Life in the following capacities:

- Assess previous year's program feedback and assist with data collection and assessment reports for TYL
- Help create a TYL curriculum manual for TYL instructors and research curriculum to augment life design programming
- Support logistics for TYL scale and expansion, including building out online resources for instructors, editing and enhancing the PowerPoint for the course, observing TYL instructors, and preparing for and assisting with TYL training

Assist in planning, organizing and implementing Taylor programming, primarily in the Changemaker Residential Living Learning Community (Changemaker RLC)

- Plan, execute, and staff Changemaker RLC events like monthly Roundtables, community service initiatives, and social programming (may include evening or weekend commitment)
- Work with Housing and Residence Life staff to support RLC initiatives.
- Order food and other supplies for RLC events
- Curate materials to share information with RLC participants such as a weekly newsletter and monthly bulletin boards in the residence hall.
- Assist with data collection and assessment reports for the RLC.

REQUIRED QUALIFICATIONS:

Note: See cover page for required qualifications for all Taylor Student Employees.

- Bachelor's Degree from an accredited College or University
- Enrolled in a degree-bearing graduate program at Tulane (at the masters or doctoral level). Applicants can be enrolled in any discipline or department at Tulane
- Passion for nurturing fellow students' passion and dreams
- Interest in social impact/changemaking skill development and organizational management
- Strong networking skills—able to connect resources with TYL needs
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner

PREFERRED QUALIFICATIONS that make you more competitive:

Note: See cover page for preferred qualifications for all Taylor Student Fellows.

- Familiarity with design thinking methods.
- Demonstrated commitment to personal and departmental development, professionalism, multi-cultural education, creativity, collaboration, and initiative
- Strong interpersonal, organizational, and analytical skills
- Public speaking and group facilitation experience--confident with large groups
- Peer-mentoring experience
- Previous project management experience

REMUNERATION

- Approximately 15 hours/week on average from August to early May (specific hours/week might vary from 10/week to 20 hours/week at times). Pay rate is est. \$15/hour, paid in monthly stipends (\$7,500 total)
- Students can apply for up to \$1,500 in professional development support through the Changemaker Catalyst Award

SUMMER POSITION

- In addition to the academic year positions, we may also have curriculum design work over May-August. Get in touch with Julia Lang or mention in your application that you are interested in summer work.

SUPERVISION

The Life Design GA reports to Assistant Director of Career Education, Julia Lang, and Sr. Program Coordinator, Samantha Fleurinor.

Graduate Assistant in Research & Scholarship in Social Innovation (up to 2 positions available)

A paid position to support research and scholarship in social innovation under the Taylor Center for 2019-2020 academic year. Specific employment dates will be determined with the supervisor and could include summer employment as well.

POSITION SUMMARY:

The Graduate Assistant will help design, execute, and support a range of scholarly and applied research-related activities from a base in the Taylor Center, including co-authoring, editing, and proofreading scholarly products and reports; supporting appropriate data collection activities; and documentation. The individual will be part of the research team at Taylor and will be expected to coordinate efforts with others.

PERFORMANCE STANDARDS/JOB DUTIES

The Graduate Assistant for research will contribute to ongoing research-related projects, particularly the writing and dissemination of research and about research in social innovation broadly, to include some of the following:

- Academic writing projects: Participating in on-going writing for academic publications on topics (changemaking, design for social impact, social innovation) as co-author, editor, etc. as needed, and developing new projects for academic audiences.
- Grant-writing: contribute to foundation and government funding for research efforts
- Capacity building for the Taylor team in understanding social innovation research, academic and applied, via guided readings, discussion, leading/participating in the Social Innovation Conversations, collaborating with Social Entrepreneurship Professors, as relevant given individuals' academic disciplines.
- Taylor Forward and strategic planning projects: contribute to reports or monographs to document internal learning, applied research, evaluations, "best practices", etc.
- Research dissemination: contribute to Ashoka U Exchange presentations, blog posts, and other products to disseminate research findings on/in social innovation and changemaking (including design thinking) to diverse audiences.
- Coordinating and collaborating with Taylor teams via regular and ad hoc meetings. These include:
 - Regular Research team meetings as needed
 - Taylor Change Team meetings (1/semester)
 - Other administrative and strategic discussions, as needed

REQUIRED QUALIFICATIONS:

Note: See cover page for required qualifications for all Taylor Student Employees.

- Enrolled in a degree-bearing graduate program at Tulane (at the masters or doctoral level). Applicants can be enrolled in any discipline or department at Tulane
- Interest in social change, social impact and changemaking
- Training in at least one appropriate research methods/approaches (probably in the social sciences, qualitative enquiry and developmental evaluation research)
- Familiarity with the field of social innovation as a research topic and domain for new research.
- Detail-oriented
- Strong analytical skills
- Excellent writing skills
- Self-motivated worker
- Professional and ethical

PREFERRED QUALIFICATIONS: these will make you more competitive:

- Doctoral level research design and methods coursework/training
- Prior grant-writing experience (with/for foundations or government agencies) for program and/or academic research
- Experience preparing and submitting academic manuscripts for publication
- Experience in evaluation programs, especially using developmental evaluation, outcome-mapping and qualitative enquiry
- Experience in public speaking on academic and research topics (i.e., conferences)

REMUNERATION

- The Graduate Assistant for Research will work 15-20 hours/week on average from August to early May. Specific hours/week might vary from 10/week to 20 hours/week at times, owing to the timing of specific design projects. Pay rate is est. \$15/hour, paid in monthly stipends (est \$10,000 total)
- Students are eligible to apply to Taylor student funding for up to \$1500/year.

SUMMER POSITIONS

In addition to the academic year positions, we may also have summer work over May-August period for social innovation research. Get in touch with Laura Murphy or mention in your application that you are interested in summer work.

SUPERVISION

This GA for Research will report to Associate Director for Research & Scholarship, Laura Murphy.

Graduate Assistant in Design Facilitation for Social Impact (1 position available)

A paid position to support Taylor design-thinking outreach and education to promote changemaking and social impact for 2019-2019 year. Specific employment dates will be determined with the supervisor and could include summer employment.

POSITION SUMMARY:

The Graduate Assistant for Design at Taylor will help design and offer training experiences for campus and other audiences in design thinking for social impact, as well as lead groups through design processes to address challenges. The work will be a part of regular programming at the Taylor Center as well as contributing to custom design facilitation based on special request (“Taylorized” programs). The individual will be part of the Taylor design thinking team and will be expected to work with the DT fellows, as well as outside trainers and facilitators.

PERFORMANCE STANDARDS/JOB DUTIES

- Design, train, and execute workshops and internal capacity-building activities for campus community audiences, including:
 - Outreach workshops (i.e., DT & Donuts type)
 - Fast 48 bootcamp, 1/semester
 - Other workshops, events, or activities TBD
- Document design facilitation for social impact activities (via visuals, photos, and writing products) including:
 - Curriculum materials
 - Participants’ information and design artifacts
 - Processes and outputs
- Taylor Center team capacity building in design thinking as needed (via readings, discussion, participation in relevant Social Innovation Conversations)
- Coordinate with Taylor teams via regular and ad hoc meetings, to include
 - DT team regular meetings as needed
 - Taylor change team meetings 1/semester
 - Other strategic discussions, as needed

REQUIRED QUALIFICATIONS:

Note: See cover page for required qualifications for all Taylor Student Employees.

- Enrolled in a degree-bearing graduate program at Tulane at the masters or doctoral level. Applicants can be enrolled in any discipline or department at Tulane
- Interest in social impact and changemaking skill development.
- Familiar with theory and practice of design thinking (human-centered design) processes and mindsets
- Creative, empathetic, team-oriented, and adaptable.
- Adept at ethnographic approaches to design research and capacity-building, such as observation and in-depth interviews.
- Comfortable facilitating large groups of people
- Able to communicate design processes to lay audiences
- Self-motivated worker
- Professional and ethical.

PREFERRED QUALIFICATIONS that make you more competitive:

- Significant practical design-related skills (sketches, graphical recording, visual communication, Adobe software) is a plus.
- Diverse team and group facilitation skills, and ability to lead big groups through difficult processes.
- Project management experience

REMUNERATION

- The GA for Design Facilitation will work 15-20 hours/week on average from August to May (specific hours/week might vary from 10/week to 20 hours/week at times, owing to the timing of specific design projects). Pay rate is est. \$15/hour, paid in monthly stipends (\$10,000 total)
- Students are eligible to apply to Taylor student funding for up to \$1500/year.

SUPERVISION

The GA for Design Facilitation will report to the A. Director of Design Thinking at Taylor (DT Professor of Practice).