

Graduate Assistant for Changemaker Institute Social Venture Accelerator

A fall 2018 and spring 2019 paid position to support upper level (mostly graduate) students build social ventures.

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.

ABOUT CI SOCIAL VENTURE ACCELERATOR:

The Changemaker Institute 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 social venture 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 Social Venture Accelerator Graduate Assistant will collaborate with Taylor staff and administrators to facilitate the Changemaker Institute for upper-level students (see info above). In the fall, the Graduate Assistant will promote and recruit upper-class students (primarily graduate students) to participate in CI in the Spring. In the spring, the Graduate Assistant will help execute the Institute by hosting weekly meetings, organizing speakers, and providing weekly mentorship and support to student participants.

The CI GA must be available for a weekly weeknight meeting with participants and for ~5 Saturday workshops in the spring from 9 AM-3 PM. The CI GA is expected to work ~15 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
- Plan and host information sessions about CI and promote 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.
- Collaborate with other fellows and staff to run Taylor events and programs.
- Manage the CI budget (~\$7,000)

Work Duties (Spring)

- Help facilitate weekly cohort meetings and weekend workshops.
- Track individual venture progress and provide weekly written feedback on cohort deliverables and 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.

Assist with special events and opportunities at Taylor and provide administrative support to Taylor staff overseeing CI

- Assist with daily/weekly logistics and support visiting speakers and guests to Taylor
- Cultivate strong relationships with community and campus partners to successfully plan and execute activities, programs, and events
- Support other workshops, programs and events sponsored by Taylor and collaborate with other fellows and staff to run Taylor events and programs.

REQUIRED QUALIFICATIONS:

- GENERAL QUALIFICATIONS
 - 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 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
- 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
- KNOWLEDGE/SKILLS
 - Strong oral, written communication, and public speaking skills
 - Strong relationship building and people skills
 - Ability to prioritize, handle multiple tasks, and work independently.
 - Writing skills for short blog posts, email communications to a general audience, and reports
 - 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

PREFERRED QUALIFICATIONS that make you more competitive:

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

- An understanding of social innovation as a field (i.e., changemaker, social entrepreneurship, design thinking, community engagement)
- Prior experience working with social entrepreneurs, start-ups, student-led social ventures, changemakers and/or social intrapreneurs
- Entrepreneurial or Business experience

- Project management experience
- Peer-mentoring experience
- Public speaking and group facilitation experience—confident with large groups
- 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

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

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

SUPERVISION

The CI GA reports to Assistant Director for Career Education at Taylor, Julia Lang