

TAYLOR STUDENT EMPLOYMENT OPPORTUNITIES 2020-2021

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. Both 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 2020-2021 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 15-20 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

- o Approachable and friendly demeanor, with a strong customer service orientation
- o Flexible and adaptable
- o Empathy: have strong people and relationship-nurturing skills
- o A can-do, optimistic attitude
- o Self-motivated and able to work independently when needed
- A team player: Able to collaborative effectively and generously as part of a team, with diverse students, staff, faculty and community partners

COMPETENCIES

- o Strong oral, written communication, and public speaking skills
- o 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 blog posts, email communications, social media and reports.



KNOWLEDGE/SKILLS

- o 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)
- o Good time-management skills: must be punctual, timely, and deadline oriented
- o Strong problem solving, organization, presentation, & decision-making skills

PREFERRED QUALIFICATIONS FOR ALL TAYLOR STUDENT EMPLOYEES

- An interest in 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 2020/2021
- 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

- Student employee orientation on Friday, August 23rd from 12-5 pm
- Required for Taylor Student Fellows
- Not Required but recommended for R&S GAs

Important Dates

Application Fellows: May 19th

Deadline GA positions: Encouraged by May 19, rolling

Interviews: Summer, 2020 (remotely or in person)

In-person Fall Orientation: Friday, August 23rd, 12-5 PM

First Day of work: Monday, August 26

Apply at <u>APPLY: bit.ly/Taylor-GAs-2020</u>



Student Fellowships (open to graduate and undergraduate students)

Communication and Marketing: No current openings.

Graduate Assistantships (open only to graduate students)

CI Social Venture Accelerator GA (1 position): Pgs 4, 5

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 5 Saturday sessions with accepted ventures.

Life Design Assessment GA (1 position): Pgs 6, 7

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 which include 2-credit hour Taylor Your Life (TYL) course, 1-credit hour Taylor Your Tulane (TYT), and a 5-week Taylor Your Life for Graduate Students (TYL4Grads) workshop. Life Design GA will be responsible for providing administrative support to these classes and helping to coordinate and facilitate life design workshops and programs.

Research and Scholarship GA (up to 2 positions): Pgs 8,9

The GA for Research and Scholarship (R&S) will help design, organize, and support a range of activities to cultivate R&S activities on campus and in our community to support social innovation and changemaking research and research pathways. Activities include organizing and hosting Social Innovation Conversations, running our silent Scholars' Writing Retreats, researching and helping write Taylor Center monographs, following academic literatures, writing blog posts/news articles and other communications, and generally contributing to scholarly and action research and R&S community-building activities. The individual will be part of the Research & Scholarship team at Taylor, contributing to the R&S program as seen on the Taylor website. GA's are expected to meet regularly and coordinate efforts with the R&S team and Taylor team. Location is flexible: GAs for R&S do not necessarily have to be based or work on the uptown campus.

Design Thinking for Social Impact GA (up to 3 positions): Pgs 10, 11

The GA for Design Thinking 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.

Design Thinking GA – Taylor Warehouse: Pgs 12, 13

The GA for Design Thinking at the Taylor Warehouse will support the design of design thinking offerings, specifically those engage students, staff and faculty at Tulane's schools with presences downtown (Public Health and Tropical Medicine; Social Work; Medicine; and Freeman's Stewart Center), as well as programs that engage non-Tulane affiliated changemakers. At Taylor, we try to practice what we preach, thus we will work with these communities to co-design programs that support their needs and goals. will help run training experiences for campus and lay audiences in design thinking for social impact.

Read full job descriptions and apply at: bit.ly/Taylor-GAs-2020



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

A fall 2020 and spring 2021 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 five 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
- · Coordinate social media posts and fact sheets about individual ventures
- · 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



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:

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 2020 and spring 2021 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 and supporting life design workshops and programs. Duties will evolve over the year with increased responsibility and creativity for developing content, assisting with training, and coordinating workshops. 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.
- Taylor Your Tulane is a 1-credit life design lab that applies human-centered design (design thinking) mindsets and tools to support first-year students in designing a fulfilling college experience. This course goes beyond the required advising requirement and equips students with the knowledge and skills necessary to take advantage of opportunities and support services available to them while developing transferable skills and strategies that contribute to academic, personal and professional success at Tulane and beyond.
- Taylor Your Life (TYL) Life Design for Graduate Students is a 5-week changemaking career development lab for graduate students to "Taylor" their life by applying methods and mindsets of design thinking (human centered design) to career development.

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, TYT and TYL for Graduate Students.
- Help create a TYL, TYT and TYL for Graduate Students curriculum manual for instructors and research curriculum to augment life design programming.
- Support logistics for TYL, TYT and TYL for Graduate Students for scale and expansion, including building out online resources for instructors, editing and enhancing the PowerPoint for the course, observing life-design instructors, and preparing for and assisting with TYL, TYT and TYL for Graduate students training.

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

TAYLOR PHYLLIS M. TAYLOR CENTER FOR SOCIAL INNOVATION AND DESIGN THINKING

- 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.

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

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 (up to 2 positions available)

A paid position to support research and scholarship-related activities for the 20-21 academic year. Specific employment dates will be determined with the supervisor. This could include summer employment.

POSITION SUMMARY: Research and Scholarship GA

The GAs for Research and Scholarship (R&S) will help design, organize, and support a range of activities to cultivate R&S related activities on campus and in our community to support social innovation and changemaking research and research pathways. Activities include organizing and hosting Social Innovation Conversations, running our silent Scholars' Writing Retreats, researching and helping write Taylor Center monographs, following academic literatures, writing blog posts/news articles and other communications, and generally contributing to scholarly and action research and R&S community building activities.

The individual will be part of the Research & Scholarship team at Taylor, contributing to the R&S Programs and activities as seen on the Taylor website. GA's are expected to meet regularly and coordinate efforts with the R&S team and Taylor team. Location is somewhat flexible: GAs for R&S do not necessarily have to be based or work on the uptown campus

PERFORMANCE STANDARDS/JOB DUTIES

The GA for R&S will be involved with various activities, to include:

- Social Innovation Conversations: helping design, organize and host seminars on social innovation themes to engage campus & community scholars in discussions around social innovation.
- Scholars Writing Retreats: Organizing and hosting silent monthly or more frequent day-long retreats to support writing projects for any scholar
- Internal Reports or monographs to document internal learning, applied research, evaluations etc.
- Academic/Scholarly Writing: Participating in on-going writing and conference presentations
 on changemaking, design for social impact, social innovation theories, community-based
 research, service learning as needed. Developing new projects for diverse academic and nonacademic audiences.
- Communicating academic and applied social innovation research & scholarship, via blog posts, monographs, guided readings, discussion, etc. as needed.
- Social Innovation knowledge dissemination: contribute to Ashoka U Exchange presentations, Taylor blog posts, other products to disseminate knowledge around social innovation themes to diverse audiences.
- Grant-writing: Desk review, research, and writing for university, foundation and government grant mechanisms to support R&S activities.
- Coordinating, administering, and collaborating via Regular R&S team meetings (in person and remote), and 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 masters or doctoral level). (Any school, discipline or department).
- Training in the social sciences, qualitative enquiry, developmental evaluation research, humanities.
- Interest in social innovation, social change, social impact, design thinking and/or changemaking as research topic.
- Strong writer.



- Strong analytical skills.
- · Self-motivated, highly professional and responsible.

PREFERRED QUALIFICATIONS: these will make you more competitive:

- Doctoral level methods coursework and training (social sciences and humanities fields).
- Prior grant-writing experience for program and/or academic research.
- · Experience with academic manuscripts and publications.
- · Experience in developmental evaluation, ie. outcome-mapping, appreciative enquiry.
- Experience in public speaking, conference presentations.
- Facilitation experience (hosting events, convenings, seminars).

REMUNERATION

- The Graduate Assistant for Research will work about 15-20 hours/week from late August to early May, unless otherwise arranged.
- Specific hours/week might vary from 10 to 20 hours/week, depending on needs.
- Pay rate is \$15/hour (same for all graduate students at Taylor)
- 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 R&S will report to Associate Director for Research & Scholarship, Laura Murphy.



Graduate Assistant in Design Thinking for Social Impact (Up to 3 positions available)

A paid position to support Taylor design-thinking outreach and education to promote changemaking and social impact for fall 2020 and spring 2021. Specific employment dates will be determined with the supervisor and could include summer employment.

POSITION SUMMARY:

The Graduate Assistant for Design Thinking 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 work collaboratively with other Graduate Assistants in Design Thinking, as well as with Tulane faculty, outside trainers and facilitators.

PERFORMANCE STANDARDS/JOB DUTIES

Primary duties include providing support, as part of the design thinking team, such as:

- planning and providing logistical support for design thinking workshops and events,
- co-creating and co-facilitating design thinking workshops for Tulane and non-Tulane audiences, with other members of the design thinking team and Tulane / Taylor partners including Tulane faculty and staff,
- co-creating design thinking and social innovation pedagogical tools e.g. games, method cards and worksheets,
- researching and writing (academic and non-academic) about design thinking and helping to document the work of the design thinking team at Taylor.
- Document design thinking for social impact activities (via visuals, photos, and writing products among other methods)

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 at Tulane
- Interest in social impact and changemaking skill development.

PREFERRED SKILLS:

- Openness, flexibility and a willingness to experiment with new ways of doing and being
- o Research skills
- o Writing for academic and non-academic audiences
- o Organizational ability, punctuality, self-motivation, and initiative
- Strong, professional communication skills
- Proficiency with Microsoft Office products, including Excel and Word
- o Proficiency with Adobe Creative Suite, especially Illustrator and Indesign
- Demonstrated commitment to personal and departmental development, professionalism, multi-cultural education, creativity, collaboration, and initiative
- Self-motivated worker
- Professional and ethical.

It is anticipated that the combination of skills of all of the team members would cover all of the preferred skills.



REMUNERATION

- The GA for Design Facilitation will work 15 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 (\$7,500 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), Dr. Lesley-Ann Noel.



Graduate Assistant in Design Thinking - Taylor Warehouse (Up to 2 positions available)

A paid position to support Taylor design-thinking outreach and education to promote changemaking and social impact for fall 2020 and spring 2021. Specific employment dates will be determined with the supervisor and could include summer employment.

POSITION SUMMARY:

The Design Thinking GAs at the Taylor will support the work of the Taylor Center at its satellite location. This work will specifically those engage students, staff and faculty at Tulane's schools with presences downtown (Public Health and Tropical Medicine; Social Work; Medicine; and Freeman's Stewart Center), as well as programs that engage non-Tulane affiliated changemakers.

PERFORMANCE STANDARDS/JOB DUTIES

Primary duties include providing support, as part of the design thinking team, such as:

- Design of design thinking programs (~50%):
 - The GAs will support the design of design thinking offerings, specifically those engage students, staff and faculty at Tulane's schools with presences downtown (Public Health and Tropical Medicine; Social Work; Medicine; and Freeman's Stewart Center), as well as programs that engage non-Tulane affiliated changemakers.
- Event support (~25%):
 - Taylor Center recently opened a new 1860ft space in the Warehouse District. The space is available for many audiences to conduct work that is consistent with Taylor's mission (cultivating changemakers, social innovation, design thinking). The GAs will support the logistics of events and workshops hosted at the space.
- Development and support of operations (25%)
 - As the space and our programs develop, it is important that we build clear and adaptive processes for things like: inventory management; house rules; fee-for-service; marketing and communications; CRM; monitoring, evaluation, and learning; thought-leadership; etc. The GAs will work with Taylor Center team to create process that integrate programs and operations that occur primarily downtown with those that occur primarily uptown.

These percentages for each responsibility are approximate; they will change depending on candidate interest, and they will change over time. For example, thought-leadership will become a larger part of the job description if the position extends to next academic year and if the candidates are interested.

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.



PREFERRED SKILLS:

Experience with design thinking, social innovation, change-making or related fields is preferred but not required. The ideal candidate:

- Commits to creating more just, sustainable, and equitable societies
- Embodies a learning mentality, embracing curiosity and open-mindedness at the individual and organizational levels
- Thrives in energetic and ambiguous environments

REMUNERATION

- The GA for Design Facilitation will work 10 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 (\$5,000 total)
- Students are eligible to apply to Taylor student funding for up to \$1500/year.

SUPERVISION

The GA for Design Thinking will report to the Visiting Assistant Professor, Rafe Steinhauer.