

## **Project Assistant - GW Votes**

[Student Project Assistant - Student Support I](#)

**Position Title:** Student Project Assistant

**Level of Support:** Student Support I

**Wage per Hour:** \$17.20

**Position Type:** On-Campus FWS

**Position Numbers:**

- On-Campus FWS:

**Number of Openings:** 2

**Position Specific Summary:** The GW Votes Project Assistant will be primarily engaged with designing and implementing strategy for GW's voting initiative, GW Votes. Founded in advance of the 2018 election, GW Votes is part of a national network of initiatives to improve college student voting rates. This individual will be the driving force of our efforts by assisting with planning voter registration and get out the vote events, outreach, and campus partnerships to engage students across GW's campuses. Specific tasks may include designing voter engagement plans, planning event logistics, setting up meetings with campus partners, creating and distributing voter information, and staffing tables and other publicity activities.

**Standard Position Description:**

- The student will assist in the administrative functions of special projects.
- Tasks may include: assist with project or program development and maintenance, perform administrative tasks, assist in data collection and data entry, attend and assist in the scheduling of meetings, provide support for events related to the project/program.
- Special projects or other duties may be assigned related to specific departmental needs.

**Professional Outcomes:** Communication, Teamwork and Collaboration, Critical Thinking and Problem Solving

**Required Qualifications:** This is an entry level position, little to no experience required, all training will be provided (Students working in an instructional capacity should be very familiar with the subject area in which they are working).

**Preferred Qualifications:** Excellent written and oral communication, strong organizational skills, and previous experience with social innovation a plus.