

Student Affairs Division Trinity University Democracy Fellow

JOB DESCRIPTION & LEARNING CONTRACT

GENERAL INFORMATION

Reporting to the Associate Dean of Students, in collaboration with a MOVE Texas partner, the Democracy Fellow supports voter engagement at Trinity University. The Democracy Fellow role is a result of a partnership with the Campus Vote Project and MOVE Texas. This program seeks students who are passionate about democratic engagement and non-partisan voter engagement efforts. The role is for the Fall semester with an option to continue in Spring with the approval and support of the supervisor and partners.

QUALIFICATIONS & REQUIREMENTS

Fellows must be able to think creatively, possess excellent organizational skills, and take initiative to get the job done. All employees must be committed to working as a team with MOVE Texas and Campus Vote Project partners to strengthen voter engagement on campus.

Fellows will be full-time, enrolled students in good standing; possess strong interpersonal and organizational skills; have a commitment to teamwork; and have knowledge of Google and Microsoft Office suite of products. Other requirements include effective interpersonal, critical thinking, written/oral communication, and problem solving skills, proven commitment to and appreciation for issues of diversity and community, demonstrated ability working in a fast-paced environment, and the ability to manage multiple tasks with poise and patience.

JOB FUNCTIONS AND RESPONSIBILITIES

Fellows will:

- Work 10 hours/week during the Fall and Spring semesters, housed out of the Dean of Students office
- Complete check-ins with Campus Voter Project staff (monthly 1:1 check-ins with the state coordinator and small group check-ins for approximately one hour) and MOVE Texas staff (at least twice/month for approximately one hour).
- Participate in Campus Vote Project trainings: orientation training (Fall) and refresher training (Spring), attend an Election Law training specific to the state of Texas, attend two of three one-hour Discussion Blocks about organizing and voter rights issues, contribute to Campus Vote Project's social media, and write a reflection and attend a one-hour reflection meeting each semester.
- Support the existing goals outlined in the most recent [Trinity University All in Challenge Action Plan](#) and [Trinity University Voter Friendly Report](#), including meeting planning deadlines for assigned projects and actively participating in meetings.
- Carry out voter registration and voter education activities on campus. This includes: informing peers about registration and election deadlines, providing nonpartisan information about issues and candidates on the ballot, and engaging students as voters and voter advocates for their peers.
- Partner with MOVE Texas to host outreach events, including Volunteer Deputy Registrar (VDR) training for the TU community, [National Voter Registration Day](#), [National Voter Education Week](#), [Vote Early Day](#), and more (see [TU Civic Holidays calendar](#)).
- Represent the Dean of Students office as needed to support campus events as required
- Partner with faculty to host at least one educational workshop or panel (can be the same as the event listed next).
- Partner with Student Diversity & Inclusion and/or cultural and identity-based organizations to host an event connected to DEI issues and voting.
- Partner with Residential Life, TU Athletics, and student organizations to host a TurboVote competition.
- Work at least four out of 10 hours/week in the Dean of Students Office. During this time, Democracy Fellow duties may be addressed, as well as general office needs:
 - Complete FERPA Online Training module
 - Help organize and maintain office common areas.

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- Handle incoming calls and other communications.
- Manage the filing system.
- Record information as needed.
- Greet clients and visitors as needed.
- Update paperwork, maintaining documents, and word processing.
- Perform general office clerk duties and errands.
- Book room reservation needs as required.
- Attend office events as necessary.
- Maintain supply inventory.
- Maintain office equipment as needed.
- Aid with client reception as needed.
- Create, maintain, and enter information into databases.

TERMS OF EMPLOYMENT AND EXPECTATIONS

Reporting to the Associate Dean of Students, in collaboration with all professional staff in the Office of the Dean of Students, the Democracy Fellow supports the overall mission of the office through thoughtful service and general office assistance. This role is for the 2023-2024 academic year, with an option to continue in future semesters with the approval and support of the supervisor and office staff.

The Campus Vote Project supports the program by conducting regular check-ins with Fellows and campus-based administrator and faculty partners. Campus Vote Project also produces student voting guides, voting information posters, and draft email, social media, and website content that can be used by Fellows during the program.

MOVE Texas supports the program by meeting at least twice/month with the Fellows and supporting campus-based events. Where relevant and when of interest to the Fellow, MOVE Texas will engage the Fellow in local network building. MOVE Texas staff also verify hourly timesheets. See 2023-2024 agreement [here](#).

Should a Fellow need to change their schedule or call in sick, please contact the Associate Dean of Students with as much notice as possible. Continuous absences without cause will result in a performance review meeting with the supervisor and possible removal from the position.

When a Fellow is not meeting one or more of the job functions, responsibilities, or expectations, the following disciplinary actions may occur (to be determined by the supervisor): verbal and written warning; creation of an individual development plan; probation for a set period of time; termination and removal from the role.

COMPENSATION

Fellows will receive \$10/hour for 10 hours/week up to 15 weeks each semester.