Nonprof-IT Graduate Student Assistantship

Duties and Responsibilities:

* Assist the program director with conducting class and feedback sessions for student teams.
* Attend twice weekly class sessions during the fall and spring semester. Total of 6 hours per week.
* Attend client and student team meetings to initiate projects and serve as an observer to provide clarification and feedback.
* Attend meetings or events with current and past clients of the program to scope out project requests and provide ongoing support to past clients. Meetings are a mixture of virtual and face-to-face.
* Attend site visits with student teams to local businesses that Nonprof-IT partners with.
* Provide support to smaller projects for nonprofits that aren’t enough for a semester-long project. Examples include website maintenance, setting up social media accounts, website domain transfers, or technology training sessions.
* Provide ongoing support to past clients of the program as needed along with the program director.
* Attend conferences and events where Nonprof-IT is invited to staff informational booth or present on the program.

Assistantships: If the appointment is 33% (13.2 hours/week) or greater the student will receive tuition remission (this does not cover segregated fees), monthly stipend, and may be eligible for health insurance.

* *Program/Project Assistant* – Assigned to conduct training, administrative responsibilities or other academic or academic support projects or programs.

Some travel to nonprofits or community events will be required. The student must have their own transportation as some nonprofits may be beyond the reach of public transportation within the city.