

Position Title: Graduate Apprentice for the Center for Designed Thinking

Department: Center for Design Thinking (Provost/Academic Affairs)

Supervisor: Director of Design Thinking & Associate Professor

Office Location: Elon Town Center 302

### **Center for Design Thinking**

Elon By Design serves the university and surrounding communities through teaching, research, and service. ***The Center's mission is to spark and sustain intentional pathways for engaged, experiential learning designed to resiliently address wicked problems.*** In 2019-2020, for example, the Center offered over 100 workshops for Elon students, faculty and staff, provided consulting support for over 200 faculty, staff, students, and community partners, and initiated two research studies designed to assess the merits and limitations of design thinking.

The Graduate Apprentice will work in the Center for Design Thinking. Located in the heart of Downtown Elon and connected to the Maker Hub, the Center provides a large, innovative classroom space for facilitating workshops and meetings, an office, conference room, two shared computer stations, a phone, printer, and kitchen access.

Elon By Design will continue to support high impact curricular and co-curricular opportunities via workshops and courses, consultations, and communities of practice with Elon departments/programs and initiatives, and via partnerships and research projects with off-campus organizations (e.g., The Alamance Wellness Collaborative and Alamance Achieves.)

### **Position Description**

As a Graduate Apprentice you will work directly with the Director for Design Thinking in achieving the Elon By Design mission. This includes a scaffolded plan designed to prepare you to supervise the Design Thinking Student Catalyst Team of 10-20 student leaders; manage the Center for Design Thinking; create, facilitate, and assess Center Workshops and curricula; and oversee on-campus and community-based Design Thinking projects. You will also get the opportunity to support the critical study of design thinking across higher education, including opportunities to oversee Design Forge (two-day convening on Design Thinking with practitioners across the globe and Elon faculty and staff), participate in international academic design networks, and co-manage cross-institutional research. The apprentice should be prepared for a semi-fluid work schedule that will include on- and off-campus events, virtual convenings, periodic travel, and some evenings and weekends.

### **Primary Duties**

**Note:** *The following opportunities are scaffolded over the course of the GA's internship with the Center for Design Thinking. In the first semester the GA will get the chance to shadow the Director, learning how to conduct consultations, oversee the student catalyst team, and facilitate workshops. As the internship progresses the GA will have the opportunity to create new Design Thinking opportunities, oversee special projects that align with their studies, and engage in the critical study of Design Thinking across higher education.*

### **Leadership**

- Supervise Design Thinking Student Catalyst Team (student catalysts facilitate workshops and take on specialty roles including a Social Media Coordinator, Research lead, Design For America Lead, Community Outreach Coordinator, etc.).
- Design and facilitate weekly team huddles.
- Conduct training workshops and facilitate capacity building activities for student catalysts and other interested parties.
- Monitor student progress via monthly 1v1 meetings.
- Provide semesterly evaluations of the Center and Catalyst Team that generate strategic recommendations for supporting both student catalysts and the Center's long-term strategic goals.
- Oversee the Center, including assessment procedures, workshop and consultation scheduling, catalyst work hours, inventory, website, marketing outreach, social media, newsletter, and end-of-year report.

### **Teaching & Facilitation**

- Design, facilitate, and assess Design Thinking workshops for faculty, staff, students, and community.
- Co-teach "Pathways to Design Thinking" and support the creation of curricula that extends and deepens effective design thinking pedagogies across the university.

### **Service**

- Oversee and support partnerships and projects within Elon organizations and community groups designed to address the diverse needs of all in an inclusion and equitable manner.
- Assist faculty, staff, student and community efforts to address wicked problems in their strategic planning and mission attainment via consultation and facilitation.
- Plan and facilitating meetings.
- Attend events and meetings to promote the Center and form relationships with campus, nonprofit, government, an d/or business organizations.

### **Additional Responsibilities**

- In conjunction with supervisor, plan and facilitate weekly reflective-action meetings, complete semesterly evaluations focusing on future areas for growth and learning, develop a professional development plan that connects apprenticeship with coursework and career goals.
- Stay up-to-date with design thinking practices by conducting research across the field.
- Update and contribute to the Center's overall strategic plan.
- Support special projects as needed.
- Other duties as assigned.

### **Integrative Project**

The apprentice will partner with the Director to identify a project that brings together their learning with the Center's strategic goals in the spring of year one to completed in year two. The integrative project will include an evaluation and recommendation and may take on different forms. For instance, the apprentice may engage in the critical study of Design Thinking as a high impact practice at Elon and across institutions of higher education, present findings via academic conferences, and collaboratively author an article. The apprentice might separately decide to work with the Director in order to create, pilot, and assess a new program within the Center.

### ***Professional development and professional network opportunities***

**On-Campus Career Preparation:** The Center for Design Thinking supports faculty, staff, and students from across the university. As a consultant and facilitator, the graduate apprentice will have the opportunity to engage with and learn from the curricular and co-curricular sides of campus. For instance, we partner with the Center for the Advancement of Teaching and Learning, the Kernodle Center, the Experiential Education Advisory Committee, the Core curriculum, the Koury Recreation and Wellness Center, and many others. Additionally, the apprentice will participate with the Director in the critical study of Design Thinking at Elon and across institutions of higher education (e.g., survey design and assessment, semi-structured interviews, curriculum and program review, etc.), co-present at scholarly conferences and contribute to co-author, peer-reviewed publications.

**External Network Development:** Elon By Design is connected to the Future of Design in Higher Education (FDHE) network, the Design for America (DFA) Network, and the Global Service Design Network (SDGN). These organizations provide the Graduate Apprentice with monthly professional development and networking opportunities through virtual meetings, webinars, and workshops. They also host yearly convenings and provide professional development opportunities. In addition, the Center hosts Design Forge, a two-day convening of design scholars and practitioners from across higher education. These opportunities will provide essential networking opportunities alongside critical professional development. Elon By Design is also a central figure in the cross-institutional study of Design Thinking. We are partnering with Duke, UNC, and NC State in a cross-institutional study of design thinking practices across our institution.

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