Graduate Assistantship for the Center for Service-Learning

Position Title: Coordinator for Community Engagement

Job Description:

The Center for Service-Learning (SL) works collaboratively with students, faculty and the community to offer a broad range of service-learning opportunities for student involvement. By serving in the local community, students gain hands-on experience that incorporates and augments knowledge learned from their courses, while enriching in numerous ways the community of Western New York and living out the Jesuit ideal of serving others.

The Coordinator for Community Engagement assists in the establishment and perpetuation of mutually beneficial relationships between community partners and the students who serve them. Specifically, the position requires the Grad Assistant to:

- Check with classes on the SL process begun at the beginning of each semester and follow through with regular contact.
- Contact both existing and potential community partners to verify their needs, checking in with partners regularly to update the service needs and verify the results of student participation.
- Assist students needing help in contacting community partners.
- Maintain and revise the SL wiki-pages and the website.
- Recruit, lead and advise the SL Student Advisory Board.
- Organize and supervise reflection sessions with students.
- Supervise the Work Study.
- Visit community partners to establish and maintain relationships; therefore, be aware that it is necessary to have the use of a car for this purpose.
- To be ready to assume other responsibilities that may arise.

The Grad Assistant works for 25 hours per week, arranging the schedule with the Director. The timeframe is:

**Fall:** begin when classes begin and end with exam week

**Spring:** begin after the Martin Luther King Jr. holiday and end with exam week

**Compensation:** 100% tuition waiver and $500 stipend a semester