



Job Description

Job Title:	Service-Learning/Student Life Coordinator	Job Code:	
Department:	ESS	Grade:	J
Date:	July, 2004	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The purpose of this position is to coordinate functions of the Service-learning Center, as well as create a sense of campus community by developing and supporting Student Life programming that meets the needs of CPCC students.

Characteristic Duties and Responsibilities:

1. Recruits, coordinates, assists and tracks CPCC students who commit to service-learning in one or more of their courses.
2. Works with College staff and student leaders to plan, organize promote and supervise programs, activities and events which meets the needs of students.
3. Recruits, supports and assists instructional faculty in the incorporation of service-learning into their courses.
4. Recruits, supports, assists and coordinates site visits with schools, community non-profits and local government agencies who accept CPCC student service-learners.
5. Coordinates annual volunteer fair, faculty/community partner luncheons and award ceremonies.
6. Recommends and assists in the implementation of goals and objectives of the Student Life & Service-Learning programs in a multi-campus environment.
7. Monitors the Programming Board budget and assists in management of Student Life facilities and equipment on assigned campus(es).
8. Assists in the advisement of a student organization.
9. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Associate Dean for Student Life and Service-Learning.

Direction Given: Responsible for supervision and project direction of work-study employees.



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Minimum Requirements:

Bachelor's Degree in relevant area paired with a minimum of one year work experience on a level comparable to the position of Coordinator within CPCC.

Knowledge, Skills, Abilities and Worker Characteristics:

- Excellent communication skills
- Strong organizational skills
- Ability to handle multiple tasks
- Strong computer skills (capable of working with word processing, spreadsheets and internet research)

Working Conditions:

Typical office environment with frequent outside working during periods of fair weather.