



## Job Description

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<b>Job Title:</b>	Service Learning Center Coordinator	<b>Grade:</b>	J
<b>Department:</b>	Student Life	<b>FLSA:</b>	Exempt

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*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:**

Promotes the Service-Learning program to recruit students. Identifies service-learning opportunities through organizations in the community and coordinates the placement of students in these opportunities.

### **Characteristic Duties and Responsibilities:**

1. Coordinates placement, tracking and required documentation for Federal Work-Study students in America Reads roles.
2. Coordinates requests for student volunteers from non-profit organizations in the community.
3. Sponsors and coordinates the annual Volunteer Fair, faculty and community partner events and other partnership development initiatives.
4. Coordinates placements, tracking and required documentation for ADVANCE students.
5. Coordinates and publicizes professional development opportunities for community agencies.
6. Coordinates, promotes, executes and documents service events and programs.
7. Recruits, advises and offers administrative support to the student members of the Service-Learning Club.
8. Plans, promotes and coordinates the annual Alternative Spring Break program.
9. Edits and publishes Service-Learning materials for faculty and community partners.
10. Implement a minimum of two Poverty Simulations each fall and spring semester.
11. A minimum of one college wide service project must be implemented annually.
12. Assist and support with department wide initiatives such as blood drives and Project Life.
13. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Director of Service-Learning

**Direction Given:** Provides supervision of student work-study workers

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited educational institution and two years of related work experience

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Updated April 2012



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Excellent communication skills

Strong organizational skills

Ability to handle multiple projects

Supervisory and leadership skills

Strong computer skills to handle word processing, spreadsheets and internet research

### **Working Conditions:**

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences

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