Internal Coordinator Position Description, 2017-2018
Center for Civic Engagement – Student Leadership & Involvement

Internal Coordinators plan and coordinate civic engagement events and service days that meet community-identified needs or explore community issues and advance student learning and leadership.

**Student Leadership & Involvement**
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

**Student Leadership and Involvement** (SLI) shapes campus culture through self-discovery, leadership development, collaboration, community building and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

**Within SLI, the Center for Civic Engagement’s** (CCE) mission is to facilitate reciprocal community engaged learning experiences in order to build community capacity, promote shared knowledge, enhance students’ leadership skills, and inspire positive change. In partnership with community-based organizations, CCE is committed to providing direct service, advocacy, philanthropy, and other community-engaged learning opportunities that allow students to meet diverse community needs.

**Position Responsibilities:**

**Program/Event Planning and Management**
- Plan and execute civic engagement programming including service projects and educational programs based on community need and student interest
  - Coordinate room reservations, transportation, catering, marketing, and other event planning elements
  - Assist with creation of evaluation and assessment plans for major events
  - Plan programs in collaboration with campus partners working toward common goals when possible
- Serve as project lead for service events
- Plan and implement outreach events, information fairs, and recognition for student volunteers and groups

**Campus Involvement**
- Assist new and returning students interested in increasing their involvement, specifically in service opportunities
- Facilitate involvement and leadership development information to classes, residence halls, etc.
- Represent SLI/CCE through participation campus information fairs and events and in campus committees

**Information, Referral, and Administrative Tasks**
- Maintain weekly office hours and work schedule in Outlook
- Serve as first point of contact for office walk-ins, phone calls, and inquiries to provide information and referrals regarding service opportunities
- Maintain records of meetings with individual students via Atrium
- Assist with updating CCE website for upcoming programs and events
- Maintain office databases of campus offices, student organizations, and individual student volunteers
- Assist with program assessment and evaluation
- Maintain individual and CCE office email accounts
- Help promote CCE via posts on social media outlets including Facebook, Twitter, and Instagram
- Perform other administrative and organizational tasks for CCE as needed
- Uphold the values of Student Leadership & Involvement
- 2.5 hours per term on average to support signature SLI events and programming
• 2.5 hours per term on average for ongoing professional development and community building

**Required Qualifications:**

• Demonstrated interest in and passion for community engagement, civic engagement, and/or social justice
• Demonstrated knowledge of and sensitivity to historically underrepresented students (including, but not limited to, Students of Color, LGBTQ+ students, differently-abled students, veterans, first generation students, transfer students, students with various spiritual/religious beliefs and political affiliations, et cetera)
• Demonstrated ability in effective verbal and written communication skills
• Demonstrated interpersonal communication, relationship building, and collaboration skills
• Demonstrated ability to be self-motivated and take initiative in following through on tasks
• Demonstrated ability to manage time and organize work with attention to detail
• Demonstrated knowledge of standard computer programs, specifically Microsoft Office (Word, Excel, etc.)
• Must be a currently enrolled at OSU for at least 6 academic credits (undergraduates) or 3 credits (graduate) per term
• Must be in good academic standing for the term prior to selection and during entire period of employment
• Cumulative GPA of 2.0 (undergraduates) or 3.0 (graduates) and be in good academic standing

**Preferred Qualifications:**

• Demonstrated commitment to community engagement or community building (community service programs, community organizing, working with or managing volunteers, and/or other forms of community centered work)
• Experience in social justice or diversity work and/or working with diverse populations
• Prior involvement in leadership activities, student organizations, event planning, or community service activities
• Knowledge of or experience with event and program planning
• Demonstrated ability to work individually and collaboratively as part of a team
• Experience working with community agencies and nonprofit organizations
• Experience with facilitating reflection or dialogues
• Experience with partnership development and collaborative programs
• Experience with public speaking
• Experience with advertising, promotional, marketing, or outreach for projects or organizations
• Experience with photography, social media, website management, or multimedia programs
• Willingness and ability to drive a college-owned 12-passenger van
• Cumulative GPA of 2.5 (undergraduates) or 3.5 (graduates)

**Terms:**

• Hired for 2017–2018 academic year with the expectation of employment during fall, winter, and spring terms. Some summer employment may be available.
• Term of employment is September 5, 2017 through June 15, 2018 (with one spring training in May)
• Expected to work an average of 10-14 hours each week with some scheduled office hours and some flexible program hours. Hours may exceed 14 hours/week during weeks with large-scale programs.
• Work evening and weekend hours, as required, to support programming and outreach
• Required to attend weekly staff meetings, supervisory meetings, professional development sessions (2-4 times/term)
• Pay rate is $10.55

**Training Commitment:**

• Required to fully participate in SLI Spring Orientation (May 21, 2017) and Fall Training (September 5-19, 2017)
• Strongly encouraged to attend other leadership and social justice training opportunities whenever possible

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Questions? Contact Emily Bowling, Assistant Director for Civic Engagement & Sustainability  
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