

**Department of Service Learning and Civic Engagement**  
Revised Feb. 2021

**Job Title**

- Service Learning and Civic Engagement Student Ambassador

**Position Reports To**

- Rochelle Smarr, Director for Service Learning and Civic Engagement
- Dr. Carol Cujec, Faculty Director for Service Learning

**Hours per Week:** 10-20 hours

**Hourly Wage:** \$14/hour

**Length of Appointment:** March 2021 – May 2022

**Division:** Office of Undergraduate Studies

**Job Description**

We are seeking a Student Assistant to collaborate on the administration of Service Learning and Civic Engagement program components supporting students, faculty and community partners participating in Service Learning courses and Civic Engagement programs.

**Primary Responsibilities**

1. Serve as a liaison to students in Service Learning courses (assist with placement, finding opportunities, database support) and manage Service Learning Virtual Front Desk.
2. Serve as a primary liaison to student organizations and students to promote and increase civic knowledge and democratic engagement at CSUSM through workshops.
3. Collaborate with the Director to create a civic engagement campaign on-campus with current Civic Engagement programs.
4. Facilitate information sessions for Service Learning placement and Civic Engagement opportunities to the campus community.
5. Manage Service Learning and Civic Engagement resource inboxes (respond and forward emails to the appropriate people in a professional manner)
6. Manage Wufoo form responses for event evaluations.
7. Manage the S4 Database of Service Learning Placements and new Community Partnerships.
8. Conduct Service Learning classroom presentations.
9. Assist with promotion and facilitation of Service Learning information sessions.
10. Manage Service Learning Virtual Front Desk and act as point person for students.
11. Manage Community Partnership Agreements on master spreadsheet.

12. Send placement reminders to students enrolled in SL courses, especially those enrolled in SL REQUIRED courses.
13. Manage the Civic Engagement Instagram account.

### **Required Qualifications**

- 15- 20 hour a week time commitment.
- Strong desire to learn: assistants will be trained on all administrative aspects.
- Graphic design experience (creation of social media posts and flyers).
- Ability to take initiative and ask questions for clarification.
- Ability to organize self-directed projects and manage-up assignments with Director and Faculty Director.
- Intermediate experience with public speaking.
- Ability to work with others.

### **Preferred Qualifications but Not Required**

- Knowledge of Service Learning courses on-campus.
- Participation in Service Learning courses and/or Civic Engagement programs.

### **Office Overview**

The Service Learning and Civic Engagement Student Ambassador will work with the Director of Service Learning and Civic Engagement to ensure students, faculty and staff participating in its course-based or co-curricular Service Learning and Civic Engagement programs are supported. Service learning incorporates community work into the curriculum, giving students real-world learning experiences that enhance their academic learning while providing a tangible benefit for the community. Civic Engagement develops student knowledge and skills to engage in a healthy democracy through opportunities for civic dialogue and direct engagement with local issues, both on- and off-campus. Together the Service Learning and Civic Engagement Program oversees a portfolio of programs to promote active citizenship in working community for a civil society. The Student Ambassador will work with the Faculty Director of Service Learning to conduct service learning placement and information sessions as needed.

### **To Apply**

Send your resume and a letter of interest via email to Rochelle Smarr (rsmarr@csusm.edu) that explains 1) your interest in the Service Learning and Civic Engagement Student Ambassador position and 2) how your interests and academic preparation make you a good fit for this position. (Page limit: 1 page)