FWS Student Assistant Job Description

Department: CETL  
Supervisor: JoEllen Myslik

Job Title: Community Engagement Student Assistant

Working Hours: Vary between 9 am and 5 pm, with occasional weekend hours, 8-10 hours/ week

Pay Level: III  
Hourly Pay Rate: $9/ hour

Job Summary (purpose or nature of work):
Assisting with leadership of community service events through the Center for Community Engagement, as well as the documenting and publicizing of CE activities.

Job Duties:
1. Assist CE professional staff in organizing community service activities, communicating with community partners and students to recruit volunteers
2. Market Community Engagement programs and activities on campus through announcements, videos, print media, and social networking/online communications
3. Assist with the production of a monthly or bi-monthly newsletter with information about CE happenings, upcoming events, and scholarship opportunities
4. Encourage students to document their service through service logs and reflection
5. Assist with awards ceremonies, Community Expo, and other major events throughout the year
6. Conduct administrative duties (note taking, making copies, etc.) as needed

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Demonstrated commitment to community service cause
2. Driver's license HIGHLY preferred.
3. Self-directed and able to work collaboratively
4. Willing to dedicate one weekend day a month to a community service activity
5. Experience with design and video software desirable

Type of Supervision Required:
- Direct Supervision - Student receives immediate, close and regular supervision
- General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student’s Signature:_________________________________________Date:____________________

Supervisor’s Signature:_________________________________________Date:____________________