Program Assistant – Community Service
Center for Community Service
Office of Student Development

General Description
The Program Assistant for Community Service Programs is a student staff member of the Office of Student Development and participates as a member of the Center for Community Service Team. S/he is directly supervised by the Coordinator for Community Service Programs. The Program Assistant is responsible for promoting community service within the Marquette community, supporting individual student volunteers and student leaders in creating meaningful, impactful, and reflective service experiences. The Program Assistant serves as a liaison between students, student groups, partner agencies, campus partners, and the greater Milwaukee community.

As a staff member with the Center for Community Service of the Office of Student Development, the Program Assistant will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc) in the Office of Student Development when needed. Members of the Center for Community Service Team perform their work in a highly collaborative environment and should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities
- Promote community service and civic engagement throughout the MU community
- Provide leadership and fresh ideas on engaging students in meaningful, reflective, and impactful service
- Recruit and involve students in service with the Milwaukee community
- Publish bi-weekly newsletter, engage with social media, respond to mucommunity@mu.edu, and maintain other communication tools
- Serve as a community service resource for students and student groups, providing consultation in the CLSI
- Develop and implement CCS outreach plan, providing service resources to student populations/leaders including Residence Life, student organizations, Greek student organizations, etc.
- Coordinate on-going opportunities for volunteers to thoughtfully examine their service experiences
- Develop series of training sessions for student leaders
- Assist with planning and implementation of Center for Community Service events including Community Service and Post Grad Service fairs, Urban Connection, Make a Difference Day, MLK Days of Engagement, Mission Week Reflection, Hunger Clean-Up, etc.
- Maintain database of community partner contacts
- Collaborate and maintain strong communication with other CCS staff and other CLSI Program Assistants
- Participate in weekly staff meetings and supervision meetings and attend training sessions prior to and throughout the academic year.
- Keep a specified number of office hours to handle walk-in traffic, answer telephones, and assist with office projects. Report number of work hours and tasks biweekly according to payroll schedule.
- Serve as an advocate to community agencies by sharing information about agency newsletters, one-time event opportunities, and fundraisers

Qualifications
- Interest in service, civic engagement, and solidarity with the Milwaukee community
- Prior community service experience
- Prior experience planning events, programming, and/or leadership
- Ability to collaborate and communicate effectively as a member of a team
- Ability to take initiative
- Creativity, enthusiasm, and willingness to learn
- Strong customer service, presentation, and speaking skills
- Ability to represent the Office of Student Development to student organizations, campus partners, and the community in a professional manner
- Good standing with the University (both academic and disciplinary)
- Computer skills (Macintosh, Microsoft Word, FileMaker Pro, Adobe Creative Suite or ability and desire to learn

Preference may be given to those awarded with work study.

Remuneration
- Approximately 10 hours per week
- $8.60 per hour