

Program Assistant – Community Service

Center for Community Service

Division of Student Affairs

General Description

The Program Assistant for Community Service is a student staff member in the Center for Leadership, Service, and Involvement and participates as a member of the Center for Community Service team. They are directly supervised by the Director of Community Service, Coordinator for Community Service, or a Graduate Assistant for Community Service. The Program Assistant is responsible for promoting community engagement within the Marquette community and supporting student volunteers/student leaders by crafting 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. Program Assistants engage in social justice reflection and lead reflection with their peers.

As a staff member with the Center for Community Service, the Program Assistant will also be expected to contribute to the implementation of the university mission, to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc.) 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 community 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 within the Milwaukee community
- Maintain communication tools, such as bi-weekly newsletter, social media, and mucommunity@mu.edu
- Serve as an advocate to community agencies by sharing information about agency newsletters, one-time event opportunities, and fundraisers
- 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
- Coordinate on-going opportunities for volunteers to thoughtfully examine their service experiences
- Assist with planning and implementation of Center for Community Service events including Community Service Fair, Make a Difference Day, Marquette Community Day of Service, etc.
- Coordinate and facilitate service and justice programs such as 21 Day Challenge, Marquette Volunteer Corps, SERVE, 414 Fellows, and Community Health Interns
- 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 and assist with office projects

*Specific responsibilities will vary by assignment based on the interest and skills of the applicant

Qualifications

- Interest in service, community engagement, and solidarity with the Milwaukee community and desire to learn more
- 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 Center for Community Service to student organizations, campus partners, and the community
- Good standing with the University (both academic and disciplinary)
- Computer skills (Macintosh, Microsoft Office, OneDrive, FileMaker Pro) or ability and desire to learn

*Preference may be given to those awarded with work study.

Remuneration

- Approximately 10 hours per week
- **\$10** per hour