Service Learning Coordinator

Department: Service Learning & Career Development
Recruitment #: S1614
Closing Date: First consideration given to applications received by March 30, 2016. Position open until filled.

This is a part-time (0.49 FTE, non-benefit eligible), 12-month, annually renewable, unclassified position in the Service Learning & Career Development office at Western Oregon University in Monmouth. The Center for Service Learning and Career Development (SLCD) provides a comprehensive approach to career preparation, professional development, and service to the community through relevant and experiential education opportunities.

MINIMUM QUALIFICATIONS
• Master’s degree
• Background in service learning and/or volunteer management and programming
• Demonstrated skill in establishing effective working relationships with students, staff of all levels, faculty and organization representatives
• Experience working with diverse groups
• Experience creating trainings and workshops
• Ability to coordinate complex logistics nationally and internationally
• Excellent communication skills

Preferred Qualifications:
• Master’s degree in college student services or related
• Training in service learning and student development
• Ability to assess programs, and create and demonstrate achievement of learning outcomes
• Attention to detail

DUTIES AND RESPONSIBILITIES
Program and Community Development
• Develop substantial and continuing contacts with nonprofit and governmental organization representatives for the purpose of generating opportunities for student volunteering and service learning. Continued relationship building with Alternative Break (AB) and Service Learning sites is integral to role. This role will work collaboratively with Director and Assistant Director to coordinate outreach and relationship building in community.
• Design and implement outreach to campus community, including students, faculty and staff to inform on resources, opportunities, and support for service activities. Outreach includes managing a dynamic website and active social media, making classroom presentations, reaching out to student organizations, and meeting with faculty and staff.
• Strengthen working relationships with academic programs supporting faculty with service learning partnerships. Reach out to student groups for volunteer opportunities.

Coordinate Alternative Break and International Service (AB/IS) Programs
• Provide leadership on the continuous improvement of processes and guidelines for program.
• Organize and facilitate weekly meetings with student leaders to focus on program goals, logistics and best experiential learning practices, such as reflection and selecting volunteer opportunities that meet guidelines.
• Supervise student leaders, AB/IS team members, and AB/IS advisors. Create and implement training of student leaders around core values, appropriate vetting of volunteer opportunities, and safe implementation of plans.
• Coordinate and monitor AB/IS and international trip budgets, including oversight of fundraising, collection of funds, and budget development and tracking.
Coordinate Volunteer Program

- Provide administrative support, resources, training, advising, and referrals to students and faculty interested in pursuing or incorporating volunteering in programs and classes.
- Help students to obtain volunteer experiences related to career goals.
- Assist students, groups, and faculty/staff in developing, planning, and executing volunteer and career related programs, workshops, and in-class presentations.

Student Development

- Use best practice experiential education and student development approaches when interacting with students and when designing high impact experiential learning for students.
- Directs one to two student Volunteer Assistants and utilizes effective training and supervision methods to reach program goals.
- Uses Learning Outcomes and practices founded in best practice experiential learning, student development and leadership development theory when working with and developing trip leaders’ competencies.

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):
1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

Send to: S1614, Service Learning Coordinator, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.