Service Learning Coordinator – Job Description

General Summary:
The Service Learning Coordinator (SLC), in collaboration with a Project Coordinator, coordinates the logistics of DePaul University service-learning students enrolled in community-based service learning courses as part of the Academic Service Learning (ASL) team. Most students engage in direct service, while some work on course-based projects in the community. The SLC serves as the primary contact person between the Steans Center, service-learning students, community partner agencies, and, occasionally, service-learning faculty.

Principle Duties, Responsibilities and Other Job Related Information:
• Work as a team member with ASL professional staff on service learning student preparation, including confirming community partnerships, developing relationships with new organizations, and distributing information on service sites to students.
• Extensive contact with each assigned service learner and external community organizations through phone calls, e-mails, and occasional site visits to the organization.
• Track service-learning work through a student hour log system and D2L.
• Facilitate class presentations at the beginning of each quarter outlining service learning guidelines, service site information, and assisting in the placement of students at their sites.
• Facilitate in-class reflections, upon request, during the midpoint and end of the quarter to assist students in unpacking their service learning experiences.
• Maintain consistent communication with staff, students, community partners, and ASL colleagues.
• Manage and respond to phone and email communications for general ASL team account.
• Provide administrative support to ASL team when needed (e.g. resource development and distribution, data entry, departmental outreach, support workshops and events put on by the center, etc.).
• Participate in SLC small group meetings.
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Position Requirements (Minimum knowledge, skills, and abilities required):
• Previous experience working in or volunteering for a non-profit organization or in customer service.
• Strong time management, detail orientation, organization skills.
• Self-starter willing to take initiative on projects, able to work independently, problem-solver.
• Ability to work with diverse populations and geographic areas.
• Interest in engaging in community partner site visits off-campus.
• Basic understanding and commitment to service learning and DePaul’s Vincentian mission.

Position Qualifications (Minimum level of education and/or experience needed to be successful in the position):
• Graduate level student preferred.
• Experience with community-based service learning preferred.
• Experience with public speaking and facilitating presentations.
• Proficient in Word, Excel, PowerPoint.
• Experience with database management preferred.

Hour Requirements/Schedule:
• Must be enrolled at least part-time in a graduate program at DePaul.
• Scheduling is flexible, during regular business hours (M-F, 9am-5pm) but does include evening hours during the beginning of each quarter.
• This position will typically work 15-20 hours/week.
• *Please note: this position runs during the regular academic year.