Position: CESP Events Facilitator/Peer Advisor

Openings: 1

Weekly hours: 10, self-scheduled between 8:00 AM - 4:30 PM *nights and weekends may apply*

Starting hourly rate: $15.00 (opportunity for increased pay as you take on more responsibility)

Position start date: Flexible (must be able to start working spring 2023)

Work Study Required: Yes (you must be a enrolled degree seeking undergraduate U of MN student)

Background Check Required: No

Workplace Summary:

The CCEL coordinates campus-wide resources for curricular and co-curricular community-engagement and domestic off-campus study programs. We have a project-oriented and team-oriented approach to accomplishing our work.

The Center for Community-Engaged Learning

1. Supports UMN Twin-Cities faculty and academic departments through teaching and providing community-engagement learning components
2. Cultivates and maintains local and national community organization partnerships
3. Facilitates the Community Engagement Scholars Program (CESP) a program for students who make serious commitments to community engagement and offers official University recognition, along with opportunities to make connections with like-minded students
4. Advises students on community-based learning opportunities
5. Designs and implements orientations and training curriculum for students involved in community-engaged learning courses (CEL) and in co-curricular programs
6. Administers National Student Exchange (NSE), a study-away program for undergraduate students

Additional information is available at http://www.ccel.umn.edu
Job Summary:

The CESP Events Facilitator is a dual role alongside the role of Peer Advisor. The CESP Events Facilitator takes charge of organizing and implementing small-scale and large-scale events for the Community Engagement Scholars Program within the CCEL. This role includes, but is not limited to: organizing and facilitating CESP Info. Sessions, Workshops for New Scholars, and RAP Sessions. This role will also support the CESP Leaders Board, a University of Minnesota - TC student group that is affiliated with CESP. The Leaders Board is responsible for organizing recruitment events, social events, mini-conferences, and more.

In addition, Peer Advisors hold a critical role in the CCEL. They support student engagement through one-on-one advising. This includes talking about local community engagement opportunities, office programs, and the social ramifications of volunteering. Peer Advisors also take on various tasks including, but not limited to: general office support, front desk management, tabling at fairs, creating content for the CCEL website, leading information sessions about specific CCEL programs, and preparing for / facilitating workshops. Students selected for this position will gain valuable program implementation experience, interpersonal communication skills, coordination experience, and contacts across an array of community organizations.

Duties and Responsibilities:

1. CESP Events Facilitator Duties - 40%
   a. Organize and facilitate CESP Information Sessions, Workshops, and RAP Sessions
   b. Support the CESP Leaders Board with small-scale and large-scale events
   c. Implement new systems and processes in support of high quality CESP events

2. Peer Advisor Duties - 60%
   a. Advise students and faculty with personalized volunteer recommendations
   b. Recruit student participants through on-campus tabling, class visits, and presentations
   c. Participate in weekly staff meetings, yearly retreats, and training sessions
   d. Enhance understanding of community partnerships through site visits and other communications
   e. Facilitate info. sessions/workshops for staff, students, faculty, and CESP scholars
   f. Assist CCEL staff with project support and other assigned duties
Qualifications and Experience:

Required
- Work Study eligible
- Enrolled at the University of Minnesota - Twin Cities
- Ability to work as a member of a team
- Self-motivated with the ability to take initiative
- Time management skills and capable of scheduling work between classes
- Commitment to equity, diversity, inclusion and anti-racism
- Experience working with diverse populations on and off campus
- Ability and comfort working with a variety of people of varying experience levels
- Experience with Google Suite
- Strong communication skills (written and verbal)

Preferred
- Ability to stay in position long-term (2+ years)
- Highly organized, task-oriented, and deadline driven
- Experience advising, recruiting, and conducting peer-to-peer workshops
- Basic knowledge of Twin Cities community organizations, schools, and nonprofits
- Experience with University of Minnesota-Twin Cities student groups
- Strong interpersonal skills
- Prior community engagement experience(s)
- Experience developing and managing small-scale and large-scale events
- Strong problem solving skills
- Experience with CESP and/or community-engaged learning course(s)

As an Equal Opportunity Employer, the University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender identity, gender expression, age, marital status, disability, public assistance status, veteran status, or sexual orientation. BIPOC, LGBTQIA+, women, and members of other historically underrepresented communities are encouraged to apply.
**Application Instructions:**

**Priority Deadline: Friday, December 9th @ 11:59 AM CST**
We will continue hiring on a rolling basis until positions are filled.

Please submit the following three items via email or through the application portal:

- A one-page, single-spaced written response addressing the following:
  a. Why are you interested in this dual position? What strengths, skills, and prior experiences can you contribute? How do you hope to develop within these roles?
  b. What social issues are important to you right now? Please explain why.
  c. How do you define community engagement? How do you engage meaningfully?
  d. What experiences do you have advising and/or facilitating groups of your peers?

- Resume

- Three references including name, title, relationship to you, email address, and phone number (personal and/or professional reference are acceptable)

We will not be able to move your application forward until all three documents have been submitted.

Questions? Please contact / send application materials to:
**Center for Community-Engaged Learning - ccel@umn.edu**