Position: Community Engagement Scholars Program Assistant/Peer Advisor

Openings: 1

Weekly hours: 15, self-scheduled between 8:00 AM - 4:30 PM *nights and weekends may apply*

Starting hourly rate: $15.00 (with opportunities for increased pay over time)

Position start date: Flexible

Work Study Required: Yes

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. With our position in the Twin Cities community, we believe in furthering equitable rights and encourage any and all actions that make our office a catalyst for positive social change.

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, national, and global community organizations partnerships

3. Houses 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. Supports community-based learning by advising students on community engagement opportunities and co-coordinating the annual Community Involvement Fair

5. Designs and implements orientations and training curriculum for students involved in community-engaged learning courses (CEL) and in co-curricular programs

6. Houses National Student Exchange (NSE), a domestic off-campus study program for undergraduate students

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

The Community Engagement Scholars Program Assistant role is a dual role along with the role of Peer Advisor. We developed this position to establish dedicated support for our scholars within CESP. Primary tasks include keeping track of scholars' information and their progress within the program, updating scholar progress reports, keeping track of potential / current / archived scholars, scheduling and facilitating information sessions / workshops for new scholars, providing individual support to scholars, among other assigned tasks. You will have a special opportunity to train under a current employee within this role and work one-on-one with them to give additional definition to the position as needed.

Peer Advisors hold critical roles in the CCEL. They support student engagement through one-on-one advising. This includes talking about local volunteer opportunities, office programs, and the social ramifications of volunteering. You will also take on various tasks including, but not limited to, office support, front desk management, tabling at fairs, creating content for the offices’ Issue Guides or online modules, creating student profiles or community partner profiles for the CCEL website, leading information sessions/workshop preparation and facilitation, and/or CESP recruitment activities support. Students selected for this position will gain valuable program implementation experience, interpersonal communication skills, coordination experience, and contacts within the nonprofit sector.

Duties and Responsibilities:

1. CESP Assistant Duties
   a. Assist in the ongoing administration of CESP - 15%
   b. Contact scholars and update their progress reports - 10%
   c. Employ creativity to ensure scholar satisfaction and increase enrollment - 10%
   d. Update and maintain databases of past, present, and potential scholars - 10%

2. Peer Advisor Duties
   a. Advise students and faculty with personalized volunteer recommendations - 15%
   b. Participate in weekly staff meetings, yearly retreats, and training sessions with an emphasis on advancing racial and social equity - 15%
   c. Recruit student participants through on-campus tabling, class visits, and student group presentations - 10%
   d. Enhance community partnerships through site visits and other communications - 5%
   e. Facilitate info. sessions/workshops for staff, students, faculty, and scholars - 5%
   f. Assist CCEL staff in project support alongside other assigned duties - 5%
Qualifications and Experience:

**Required**
- Work study eligible
- Enrolled full-time at the UMN - TC with 2-3 years left of undergrad
- Ability to work as a member of a team
- Self-motivated with the ability to take initiative
- Organizational skills and capable of scheduling work between classes and other commitments
- Commitment to equity, diversity, and ability and experience working with diverse populations on and off campus
- Ability/comfort working with a variety of people of varying experience levels
- Experience working with Google Suite (especially Google Sheets)
- Communication (verbal and non-verbal) and problem solving skills

**Preferred**
- We highly value students who are able to stay in a position for multiple semesters
- Experience with advising, recruiting, and conducting informational sessions
- HR skills (recruitment, database management, etc)
- Knowledge of Twin Cities grassroots social justice organizations, schools, and nonprofits
- Experience working with International Students
- Experience with the CESP and/or community-engaged learning course(s)
- Ability to stay in this position long-term (2+ years)
- Prior community involvement or volunteer experience(s)

**Multiple Roles:**
As the position above described, you will be responsible for multiple roles once fully trained. Most student workers at the CCEL are responsible for peer advising and additional roles. This job description is for the CESP Assistant/Peer Advisor position, but these are the other positions that you could potentially look at as well if this is not the right fit for you. Each role is responsible for a main set of duties, but is highly customizable to each individual. The roles include, but are not limited to:

**Events Facilitator**
- Facilitate CESP Workshops for New Scholars (WNS) and Information Sessions (IS)
- Train other advisors on WNS and IS facilitation
- Manage the scheduling of CESP RAP Sessions, WNS, and IS

**Marketing Assistant**
- Manage content/follower interactions for CCEL and CESP instagrams
- Utilize posters and tabling to give a physical presence of our programs on campus
- Organize and attend different fairs
Office Coordinator
- Organize office affairs (sandwich board, postings, advising room, kitchen, etc)
- Help encourage advisors to take charge of their space by managing decorations
- Help design the office and peer advisor rooms and take care of the library

Racial Equity Coordinator/Peer Advisor
- Co-develop agendas for ongoing Racial Equity Meetings
- Redesign racial equity resources on our website
- Co-plan and facilitate other RE professional development sessions for CCEL staff
- Plan and manage Racial Equity Lunch’n’Learns each semester
- Lead discussions during CCEL student staff meetings based on current events

Community Outreach Coordinator/Peer Advisor
- Outreach to community partners to see opportunities and needs
- Outreach to new orgs to incorporate them into existing community partners
- Organize spreadsheets with community partner information
- Assign tasks to peers to support with community outreach initiatives each semester

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. Indigenous, LGBTQIA+, gender nonconforming, people of color, women and members of other historically underrepresented communities are highly encouraged to apply.

Application Instructions:
Email the following 3 items to ccel@umn.edu

We are hiring on a rolling basis.
1. Resume
2. 3 references with contact information
3. A 1-2 page, single-spaced written response to the following:
   a. Why are you interested in this position?
   b. How do you view community engagement and what is your experience?
   c. As an advisor it is important to set up students for success when suggesting potential organizations. What would you do to ensure a good person-organization fit?

Questions? Please contact:
Center for Community-Engaged Learning - ccel@umn.edu