



**Position:** Communications Assistant/Peer Advisor

**Openings:** 1

**Weekly hours:** 10-12, self-scheduled between 8:00 AM - 4:30 PM \*night and weekend hours may apply with appropriate authorization\*

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

**Position start date:** Flexible

**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. 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 with the community-engaged learning components of their courses
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. Supports community-based learning by advising students on community engagement opportunities and co-coordinating the annual Community Engagement Fair
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 domestic off-campus study program for undergraduate students.

*Additional information is available at <http://www.ccel.umn.edu>*



### **Job Summary:**

The Communications Assistant is a dual role along with the role of Peer Advisor. The Communications Assistant is responsible for developing social media campaigns and newsletters for CCEL programs using design software, advertising CCEL programs across social media platforms, developing flyers / handouts, and attending tabling events / class visits.

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. Communications Assistant Duties - 40%
  - a. Manage content/follower interactions for CCEL and CESP instagram accounts and manage/utilize other social media platforms (LinkedIN, MailChimp, Instagram, FaceBook, etc)
  - b. Create digital designs using Canva to promote the CCEL
  - c. Research, interview and write narrative stories for website and social media platforms
  - d. Utilize posters and tabling to present a physical presence of the CCEL on campus
  - e. Organize and attend different fairs and class visits to promote the CCEL and affiliated programs (CESP, NSE, etc.)
2. Peer Advisor Duties - 60%
  - a. Advise students, staff and faculty with personalized volunteer recommendations
  - b. Recruit student participants through on-campus tabling, class visits, and student group presentations
  - c. Participate in weekly staff meetings, yearly retreats, and training sessions with an emphasis on advancing racial and social equity
  - d. Enhance community partnerships through site visits and other communications
  - e. Facilitate info. sessions/workshops for staff, students, faculty, and scholars
  - f. Assist CCEL staff in project support alongside other assigned duties



### **Qualifications and Experience:**

#### *Required*

- Work Study eligible
- Degree seeking undergraduate student 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
- Organization skills and capable of scheduling work between classes and other commitments
- Commitment to equity, diversity, inclusion and anti-racism
- Experience working with diverse populations on and off campus
- Ability/comfort working with a variety of people of varying experience levels
- Experience with Google Suite
- Communication skills (verbal and non-verbal)
- Social Media experience (Instagram, LinkedIn, Facebook, etc)

#### *Preferred*

- We highly value students who are able to stay in a position for multiple semesters
- Graphic Design skills (Canva, MailChimp, etc)
- Experience with advising, recruiting, and conducting informational sessions
- 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)
- Prior community involvement or volunteer experience(s)
- Strong problem solving skills
- Interest in taking on a leadership role that fosters and promotes a positive work culture

### **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 Marketing 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:

*CESP 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

*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 event

*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

*CESP Assistant*

- Contact scholars and update their progress reports
- Employ your creativity to develop events and strategies to improve program experience
- Assist in the administration of CESP
- Update and maintain databases of past, present, and potential scholars

*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:**

**Priority Deadline: Friday, September 8th @ 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](mailto:ccel@umn.edu)**