Position: Office Coordinator/Peer Advisor

Openings: 1

Weekly hours: 10-12, 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 an 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 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. 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 Office Coordinator is a dual role alongside the role of Peer Advisor. The Office Coordinator takes charge of office-wide events, offers administrative support to fellow Peer Advisors, and supports staff with facilities management. In particular, this role will manage the decoration and upkeep of community spaces (i.e. Peer Advisor office, Student Resource Center/Library, various bulletin boards, and display cases). The Office Coordinator will also support full-time staff with the planning and execution of internal office events (i.e. staff retreats, end of year celebrations, and other convenings). An ideal candidate will be eager to reimagine and redesign physical office spaces that foster a more collaborative work culture.

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. **Office Coordinator Duties - 40%**
   a. Lead administrative tasks for the Peer Advising team (i.e. develop a rotating cleaning schedule for shared office spaces; consolidate and share student staff schedules with the rest of the team; manage an ongoing meeting facilitation schedule; organize weekly meeting minutes and send out follow up emails to peers with action items)
   b. Support full-time staff with internal all staff events (i.e. birthdays, staff retreats, etc.)
   c. Co-design shared office spaces that foster a collaborative work environment

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
- 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
- Time management 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 and comfort working with a variety of people of varying experience levels
- Experience with Google Suite
- Strong communication skills (written and verbal)

Preferred

- We highly value students who are able to stay in a position for multiple semesters
- 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 delegating tasks to peers
- Prior community engagement experience(s)
- Strong problem solving skills
- Interest in interior design and/or other forms of visual art
- Strong interpersonal skills
- Interest in taking on a leadership role that fosters and promotes a positive work culture

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, 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**