

Community Engaged Learning Assistants Position Description

Program Overview

The MSU Center for Service-Learning & Civic Engagement (CSLCE) is excited to launch its Community Engaged Learning Assistant program in 2017-2018! A team of MSU students will be selected as assistants for this program and will be dedicated to supporting community engaged learning at MSU. Assistants will provide 8-10 hours/week of support throughout the semester to ensure successful community engagement experiences for community partners, students, faculty, and the CSLCE. In addition to the specific duties listed below, assistants will hold weekly office hours to support students, develop materials and resources to improve community engaged learning efforts, assist with the planning and facilitation of reflection activities, and attend weekly Community Engaged Learning Assistant team meetings. Students will receive a \$1000 stipend per semester.

We are looking to fill 2 assistant roles:

1. **Education & Training Assistant** supports the development and facilitation of various community engaged learning orientations and trainings for students, community partners, and faculty.

Qualifications

- Graduate student preferred; undergraduate sophomore standing and above
- Prior community engagement experience required, with preference toward students previously involved in service-learning or community engaged learning courses
- Interest in diversity, inclusion, and equity efforts
- Excellent public speaking and workshop facilitation skills

2. **Partnership Development Assistant** will support the CSLCE with developing new community partnerships and enhancing existing community partnerships that meet both community and university needs.

Qualifications

- Undergraduate sophomore standing and above
- Prior community engagement experience required, with preference toward students previously involved in service-learning or community engaged learning courses
- Ability to work independently and collaboratively

Application Instructions:

To apply, please send the following items to Christie Schichtel (schicht3@msu.edu), Outreach Specialist in the MSU Center for Service-Learning & Civic Engagement, by **Friday, September 22 at 5pm**:

1. Position you are interested in
2. Resume
3. Letter of interest indicating your skills and background
4. Contact information for two professional references (professors or employers)