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Community Engaged Learning Position Description Form

Instructions: Complete a position description(s) form for each type of position your organization is requesting. Submit the position description by (1) complete each position description via Google Forms <https://goo.gl/forms/On0RMH0zPRxb1MkJ2> (2) scanning and emailing to servlrn@msu.edu, or (3) faxing to (517) 353-6663.

After community partners submit a completed position description(s), the MSU Center for Service-Learning and Civic Engagement will review these forms. Please note that we reserve the right to adapt position descriptions, as needed. Upon review, the CSLCE will post positions in the MSU Serve. Learn. Engage. database for student registration.

Name of Community Partner Organization: _____

Description & Purpose of Community Partner Organization: _____

Address: _____ Zip: _____

Other Address (if students will be serving at another organization than your organizational address):

Community Partner Website: _____

Primary Contact Name: _____ Contact Title: _____

Contact Phone Number: _____ Contact Email Address: _____

Number of Students Requested for This Position: _____

POSITION TITLE: _____

RESPONSIBILITIES:

QUALIFICATIONS & SKILLS:

WHAT LEVEL OF ENGLISH PROFICIENCY IS NEEDED FOR THIS POSITION?

Low Average High

ORIENTATION & TRAINING:

SCHEDULE:

Reminder: Most students need to complete an average of 2-3 hours of engagement per week for the duration of the semester in order fulfill their course expectations.

Days & Times: _____

TRANSPORTATION:

Is your organization within 3 city blocks of a CATA bus stop? Yes No

ADDITIONAL INFORMATION:

Is a TB test needed for placement? Yes No

Please indicate if there is any additional information you would like us to know.

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