

STUDENT ASSISTANT FOR COMMUNITY ENGAGEMENT VOLUNTEER AND SERVICE LEARNING CENTER (VSLC)

Brief Job Description: Assist in providing support and coordination of volunteer and service-learning activities to current undergraduate and graduate students. Provide support by assisting students to identify community service opportunities and complete service-learning requirements. Assist with event planning and overall program implementation.

Responsibilities:

- Manage volunteer and service-learning opportunities, information and/or project matching.
- Share volunteer opportunities with individual students and student groups.
- Help plan and organize events on and off campus throughout the academic year including Volunteer Fair, Community Service Day, and Celebration of Service.
- Assist VSLC staff, faculty, community organizations, and students to identify and troubleshoot potential concerns in volunteer and service-learning program implementation. This may include travel to community service sites to provide on-site support of service-learning students and volunteers during their placements with community agencies in Buffalo.

Qualifications:

Required: Current or entering part-time or full-time matriculated graduate student at Buffalo State College.

Preferred: Knowledge of or experience with community organizations, national service programs, or volunteer programming. Proven ability and interpersonal skills to work effectively with constituents from diverse backgrounds. Supervisory and organizational skills. Ability to multi-task while working independently.

Hours and Salary:

- 20 hours per week work assignment January 5, 2009 through June 30, 2009.
- \$8.00 per hour.

Please send cover letter and current resume to:

Laura Hill Rao
Volunteer and Service-Learning Coordinator
Career Development Center, CLEV 306
Buffalo State College
1300 Elmwood Avenue
Buffalo, NY 14222

Application Deadline: Review of applications will begin immediately and continue until filled.