

College Student Employment Position

POSITION:

Agapé Center Service-Learning Assistant

HOURS:

10 hours/week. Flexible, to be determined between student & supervisor

DRESS:

Business casual, which could be jeans “dressed up.” There may be occasions for a more professional look.

IMMEDIATE SUPERVISOR:

Pat Olcott, Assistant to the Agapé Center

SPECIAL QUALIFICATIONS:

1. An outgoing, friendly personality
2. Knowledge and experience with Microsoft Office Professional Suite, GroupWise, and the internet
3. Gifts and experience in administration, coordination and communication
4. Ability to be a ‘team player,’ while still being a self-starter/motivator.
5. An interest in service – local, national, and international
6. Additional pluses, but not requirements:
 - Knowledge of online database programming and design related to ASP, PHP, MySQL and Dreamweaver
 - Interest and basic understand of Service-Learning.

PRIMARY DUTIES:

1. Administer, coordinate and communicate efforts related to track campus involvement related to Service-Learning
2. Maintain the online Service-Learning tracking database
3. Help promote Service-Learning activities to faculty and students
4. Work with Agape’s web developer to enhance and maintain the Agape Center’s Service-Learning website
5. Maintain the Agape Center for Service and Learning library
6. Other duties as assigned by immediate supervisor

AGAPÉ CENTER
WORK-STUDY POSITION APPLICATION

(Please attach a resume if you have one.)

Name _____ Year (circle) FR SO JR
SR

College Phone _____ Box Number

Major _____ Minor

Computer Software Knowledge/Experience:

Office Related Skills/Experience:

List any volunteer service, service-learning, or international travel you have done:

High School and College Leadership Involvement and Roles:

List two references on campus (faculty, RD, administrator, staff) that we may contact:

Additional information that is relevant to this position:
