**2 STUDENT COORDINATOR POSITIONS AVAILABLE**

Feinstein Community Connections Program

Summer 2019

The Feinstein Community Connections program seeks **two student coordinators** for the University’s annual all freshman community service program. The term of employment is June 1 – August 27, 2019. ***Applications will be accepted through March 16, 2019.***

**The Program**

Piloted in 2005, the Feinstein Community Connections program has sent thousands of members of the RWU community to sites in Rhode Island and Southeastern Massachusetts to participate in service with approximately 50 agencies annually. Jointly sponsored by the Division of Student Affairs and the Feinstein Center for Service Learning and Community Engagement, the Feinstein Community Connections program strives to continue the orientation process for new students by providing a common service experience that actualizes commitment to service, a core value of the University.

The 15th annual program will take place on Monday, August 26, 2019 and will immerse approximately 1,100

incoming freshmen students and 200 site leaders in several rewarding community service projects.

**The Position**

The student coordinators will report to the Director of the Feinstein Center for Service Learning and Community Engagement. While working with the FCC program, the student coordinators will have the opportunity to collaborate with several departments on campus including The Vice Provost’s office, New Student Orientation, Student Programs and Leadership, Bon Appetit Dining Services, Facilities Management , Environmental Health and Safety and Marketing/Communications.

The student coordinators will also interact with personnel from approximately 50 profit organizations. This provides an excellent opportunity to better understand community development and non-profit management.

Specific job responsibilities include:

* Work approximately 15-20 hours per week from June 1 through July 5.
* Beginning July 8, work approximately 35 hours per week.
* Coordinate community partner recruitment including conducting site visits, maintaining comprehensive site database, engaging in pre-program communications and participating in community partner orientation.
* Assist with organizational tasks including assigning volunteers and procuring supplies.
* Recruit and manage approximately 200 site leaders, including creating training materials, proving consistent pre-program communication and co-presenting at training.
* Utilize social media to communicate program updates in a timely way to community partners, site leaders, and incoming students.
* Coordinate publications including site leader manuals, site mailings, and brochures.
* Perform other administrative tasks as required.

Applicants must demonstrate:

* Appreciation for community engagement and social justice
* Excellent written and oral communication skills
* Ability to self-motivate, multi-task, and think creatively
* Exceptional organizational skills
* Ability to represent the University in a professional manner
* Valid driver’s license and successful completion of RWU Authorized Driver process
* Must be available August 5 – August 26.

**Anticipated Compensation**

Compensation for the position is unique and includes hourly payroll, paid housing, and scholarship.

It is estimated that coordinators will work a total of 320 hours during the term of employment.

* Students will be compensated via payroll at an hourly rate of $11.50 per hour until June 30.
* Student coordinators are enrolled in the Hassenfeld Student Leadership Program and beginning on July 1, will be compensated via a scholarship for service model. Students will earn a scholarship of $3,000, which is credited directly to the students’ bursar accounts. $1,500 will be disbursed after the completion of 120 hours of service twice, for a total of 240 hours and $3,000.
* As Hassenfeld Fellows, students are eligible for on-campus housing with housing costs covered by the Hassenfeld grant. N***OTE: Students will be taxed on the value of the housing (max housing cost estimated at $2,100. Tax rate varies by student.)***

**Internship**

The Student Coordinator position offers students a great opportunity to build skills and demonstrate qualities that will appeal to future employers. Students may hold the Student Coordinator Position as a paid internship, either for credit or solely for experience. If a student wishes to use the experience as a ‘for credit” internship, they must pay for the credits and follow all internship guidelines established by the Center for Careers and Professional Development.

**To Apply**

Submit current resume to kferrara@rwu.edu including an essay that addresses the following:

* We know that Community Connections is unique – it’s the only program of its kind in the Northeast. But why is this program special – how does it impact the RWU and local communities in ways that no other program does?
* What talents or passions will you bring to the program?
* What do you hope to gain from your experience?

***Applications will be accepted through March 16, 2019.***

All inquiries regarding the Feinstein Community Connections Student Coordinator Positions should be directed to KC Ferrara, director of the Feinstein Center for Service Learning and Community Engagement at kferrara@rwu.edu.