



APU OFFICE: Center for Career & Community Engaged Learning (CCEL)

CCEL Area: Academic Service-Learning

SUPERVISOR: Service-Learning Specialist

LOCATION: APU East Campus, Shire Mods, Magnolia Court

POSITION: Graduate Assistant - Service-Learning (SL) Events Coordinator

DEDICATED SPACE: Yes

USE OF PERSONAL LAPTOP: Computer Provided (use of personal laptop allowed)

Position Summary:

The SL Events Coordinator will develop a thorough understanding of service-learning programs that provide experiential learning opportunities to university students and meet community need. The SL Events Coordinator will collaborate with faculty and community partners to lead the coordination, communication, and execution of the 8th Grade Majors Fair* program through the First Year Seminar service-learning course, Cougar Pals Visit Day, and other signature service-learning events. Additionally, the SL Events Coordinator will provide professional development support, training, and mentorship to undergraduate student staff, Service-Learning Advocates (SLA), undergraduate Service-Learning Advocate (SLA) student interns.

**The 8th Grade Majors Fair is a one-day event in the fall semester. First Year Seminar students prepare booths to provide all Azusa 8th grade students with the opportunity to learn about college majors in an interactive, engaging environment. Cougar Pals Visit Day is a one-day tour of APU for middle school students in the spring semester.*

Specific Duties & Responsibilities:

1. Leadership (LEAD)

- a. Coordinate the planning and execution of the annual 8th Grade Majors Fair (November) and Cougar Pals Visit Day (February/March), in collaboration with professors and community partners.
- b. Communicate with local schools, vendors, and campus partners to ensure effective preparation and execution of each event.
- c. Supervise undergraduate intern(s), delegating responsibilities and assignments.
- d. Assess program impact and document progress using service-learning evaluation surveys, community partner surveys, and partner meetings.

2. Advising & Supporting (A/S)

- a. Establish professional, supportive relationships with undergraduate Service-Learning Advocates (SLAs) through (bi)weekly meetings to provide support, accountability, and resources in their roles and professional development.
- b. Utilize theories of practice and team development activities to further develop team culture and accountability.
- c. Work with SLAs to create professional goals and participate in year-end competency reflection assessments with each SLA.

3. Student Learning & Development (SLD)

- a. Assist in planning and facilitating in-office fall and spring training of student interns in collaboration with program coordinator.
- b. Plan and present professional development resources for weekly staff meetings, on rotation.
- c. Assist in recruiting, interviewing, and selecting new undergraduate student interns.

See CCSD Rubric Below

POSITION QUALIFICATIONS AND SKILLS:

1. Must be a APU CCSD graduate student enrolled in a minimum of 3 units
2. Desire to gain experience and skills within the academic affairs functional area of experiential education
3. Strong organizational, management, critical thinking, and problem-solving skills
4. Strong interpersonal and written communication skills at a professional level
5. Adaptable in a fast-paced work environment while maintaining quality of work
6. Ability to work and collaborate with a dynamic and diverse team
7. Demonstrated ability to leverage the strengths of others to achieve common goals
8. Demonstrates personal accountability and effective work habits
9. Value, respect, and learn from diverse perspectives. Demonstrates openness, inclusiveness, sensitivity, and strives to treat all people with dignity and respect
10. Demonstrated fluency with Microsoft Office, Google Suite (i.e., Drive, Calendar, Slides, etc.), and other digital programs
11. Knowledge of Zoom and or Google Meets functions
12. Ability to learn and adapt to APU culture and university systems

EXPECTED ATTENDANCE:

- Weekly 1:1 meeting with Service-Learning Specialist
- 1-3 hours of (bi)weekly staff meetings and 1:1 SLA meetings
- All Service-Learning events
- Quarterly all CCEL staff trainings and events
- Training will take place two weeks before the beginning of the fall semester. This time will include training for all employees in CCEL as well as area-specific training. Additional training will take place before the beginning of the spring semester.

PHYSICAL, MENTAL AND VISUAL DEMANDS:

- Office Equipment: Use of either IOS or Windows computers, telephone, print/copy machine.
- Physical Demands: Job requires extended periods seated at the computer; occasionally requires standing and lifting/carrying up to 20 lbs on event days, occasionally requires travel between APU Azusa campuses (East Campus and West Campus)
- Mental Demands: Frequently requires reviewing documents and providing feedback, communicating with students/staff/faculty via email/zoom, presenting/public speaking to classroom sized audiences, general reading and writing.
- Working Conditions: Comfortable, quiet indoor office environment.

CAREER COMPETENCIES:

This position offers professional development opportunities for [Career Competencies](#) including:

- Leadership
- Critical Thinking & Problem Solving
- Oral & Written Communication
- Teamwork/Collaboration
- Digital Technology
- Professionalism & Work Ethic
- Career & Self Development
- Equity & Inclusion

DURATION AND HOURS:

15-20 hours a week, during normal hours of operation (ie: Monday - Friday: 8 am - 5 pm). Some evenings/weekend responsibilities on occasion.

QUESTIONS:

If you have any questions, please contact the Service-Learning Specialist, Moriah Holmes, at mnholmes@apu.edu

Review of applications will begin immediately, and the position will remain open until filled unless otherwise stated. Azusa Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures.

CCSD Competency Rubric

CCSD Competency	Examples of Work Performed	Progression Metrics
Leadership (LEAD)	Addresses the knowledge, skills, and dispositions required of a leader. Leadership involves both the individual role of a leader and	Development of leadership of undergraduate intern, effective coordination of various stakeholders,

	<p>the leadership process of individuals working together to envision, plan, and affect change in the preparation and execution of the 8th Grade Majors Fair. This includes working with students, faculty, community partners, and student affairs campus partners.</p>	<p>successful execution of event, and diligence in follow-up responsibilities.</p>
<p>Advising & Supporting (A/S)</p>	<p>Addresses the knowledge, skills, and dispositions related to providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance related to professional development and accountability in role.</p>	<p>Development of higher order capacities for listening, addressing group dynamics, managing conflict and crisis situations, and partnering with other professionals, departments, and agencies.</p>
<p>Student Learning & Development (SLD)</p>	<p>Addresses the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs and teaching practice.</p>	<p>Development of staff meeting presentations, training materials, and hiring materials.</p>