**Michigan State University**

**Center for Service-Learning and Civic Engagement**

**Position Description**

**Working Title:** Coordinator, MSU Community Engagement Scholar Program

**Employment Period:** August 3, 2020 – May 31, 2021

**Schedule:** Varies, approximately 15 hours a week (includes weekdays and Saturdays)

**Salary:** Approximately $1000/month (10 months project pay)

**Special Notes:** May require work in Detroit one day a week. Valid Driver’s License Required

**Reports to:** Director, MSU Center for Community Engaged Learning

**Supervision:** 10 Undergraduate Student Scholars

**Position Overview:**

The coordinator of the MSU Community Engagement Scholars Program provides mentorship and support to a cohort of up to 10 (ten) undergraduate students who are participating in the MSU Community Engagement Scholars Program. Coordination includes developing, facilitating, and leading community engagement orientation sessions, professional development workshops and reflection seminars for the scholars and their community partners. The coordinator is also responsible for tracking evaluation data, serving as a partner liaison, troubleshooting logistics and operational issues, and supporting overall program development. Additionally, the coordinator is responsible for providing leadership to the Scholar Cohort Collaboration Project.

**Fall 2020- Spring 2021 Assignment:**

The coordinator and cohort will be serving with community partners in Detroit and Lansing. The Scholar Cohort Collaboration Project will be focused on democratic engagement.

**Requirements:**

Bachelor’s degree required, Master’s preferred. 2 years of experience supervising students or leading student groups. Community engagement experience. Must be a current MSU student.

**To Apply:**

Forward a letter of interest, resume, and 3 professional references to Renee Brown [rcbrown@msu.edu](mailto:rcbrown@msu.edu) by 5pm on July 1, 2020.