Service-Learning Program Student Outreach Coordinator

The Student Outreach Coordinator will lead outreach efforts to university students on behalf of the Service-Learning Program and United Way of Lane County. Coordinating events such as classroom presentations, tabling events and volunteer fairs, the focus of this position is to inform students of the Service-Learning Program as well as encourage students to enroll and volunteer. Working closely with the Social Media coordinator, as well as other Student Leadership Team members, the Student Outreach Coordinator will have the opportunity to network with the university as a whole, as well as benefit from extensive leadership and professional development opportunities.

Essential Responsibilities/Activities:

- Review and update Outreach Plan
- Coordinate and schedule outreach activities such as classroom presentations, on-campus events, and tabling
- Actively promote the After School Program at outreach events
- Develop and maintain relationships with professors, administrators, and other on-campus partners
- Lead additional outreach efforts
- Participate in social media outreach efforts
- Meet regularly with the Student Leadership Team and AmeriCorps VISTA

Required Qualifications

- UO Student currently enrolled
- Able to commit 4-6 hours a week for work for a full academic year beginning mid-September 2014 and ending mid-June 2015
- Highly organized
- Excellent with written and oral communication skills

Preferred Qualifications

- Experience with the Service-Learning Program
- Networking and public speaking experience

Benefits:

- Invaluable leadership experience and extensive networking opportunities
- Programming and event planning experience
- Public speaking experience and development
- Opportunity to earn university credit
- Possibility to earn FHS 409 practicum credit
Application Process:

Please submit your résumé as well as a letter of introduction. The letter should be no more than 500 words and address the following questions:

1. Please describe how you are qualified for this position as well as what you can contribute to the Service-Learning Program.
2. Please describe any on-campus, community, or peer-to-peer campaign and/or outreach experience you have.
3. How does being a part of the Service-Learning Program contribute to your personal and professional goals?

Applications are due by **5pm on May 8th** and can be submitted to Robyn Louden at vista@uoregon.edu or in person to HEDCO 370.