



JOB DESCRIPTION

TITLE: SERVICE-LEARNING ADVOCATE I

DEPARTMENT: CENTER FOR ACADEMIC SERVICE-LEARNING AND RESEARCH



Position Summary

Learn the philosophy of service-learning in order to support the goals of this office. Serve as liaison among APU faculty/staff, APU students, community partners, and the Center for Academic Service-Learning and Research. Assist in the design of and facilitate service-learning projects of APU courses. Maintain communication with agencies and faculty to ensure the smooth operation of service-learning projects.

All SLA positions require:

- Participation in Training Week (full week before first day of fall semester classes begin)
- Mandatory attendance and participation at all major CHAMP Activities including Graduation and a minimum of 1 Visit Day per semester
- Full participation in the “Buddy System” for the office

Examples of Duties

- Meet with service-learning faculty to design, revise, and/or confirm service-learning projects.
- Meet with Center staff and APU faculty to assist in development and planning of new service-learning projects when needed.
- Create and facilitate project timelines.
- Oversee paperwork between Service-Learning, faculty, and students serving at community agencies and school sites.
- Prepare for and lead classroom orientation for courses.
 - Explain rationale for service-learning, the project, and project requirements for each class.
 - Communicate expectations to students.
 - Perform other duties as requested by professor related to service-learning.
- Coordinate placement of students at agencies/schools and monitor progress as needed.
- Follow-up with students, faculty, and community partners over the course of the project through consistent and timely communication. Ensure expectations of all involved are met.
- Visit agencies and school sites periodically to observe progress of projects as needed.
- Use Filemaker Pro database system to track students and projects and keep information updated.
- Facilitate faculty, student, and community partners’ evaluations at project end.
- Input APU student evaluation responses and perform other evaluation-related tasks.
- Attend and/or conduct meetings with Service-Learning and/or community partners related to projects.
- Attend weekly service-learning staff meetings.
- Assist Graduate Interns and other SLAs with their projects as needed.
- Adhere to office policies.
- Other tasks as assigned by supervisors.

Position Qualifications

- Experience in organizing and planning projects
- Proficient written and oral communication skills
- Self-motivated, enthusiastic, and a team player
- Ability to work with a variety of people; faculty, students, community partners, and administrators

Position

- Part-time
- 8-10 hours per week
- Starting wages: \$9.00/hour
- Reports to Assistant Director

Contact Information

- Center for Academic Service-Learning and Research
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Writing Sample Prompt:

Service-Learning Advocates are often the first to hear about logistical challenges that arise in service-learning partnerships, and their responses to faculty members, student, and community partners are critical to the overall success of the program. Please write three sample e-mails, one each to a professor, a student, and a community partner, responding to the following scenario:

Your service-learning professor expresses concern that the community partner is assigning her students clerical tasks unrelated to the course objectives she has designed for her students. You also receive an e-mail from the community partner saying that while some students are enthusiastic about the opportunity to serve, others have not even once shown up for their assigned service time. At the orientation you gave earlier in the semester, a number of students asked you what they should do if they don't have a car on campus. What would you write in an e-mail to the professor, a/the student(s), and the community partner to ensure a quality experience for all participants? Three separate sample emails should be included.