Service Learning Faculty Assistant Job Description

A Service Learning Faculty Assistant (SLFA) is a student leadership position in the Center for Community Engagement (CCE). The SLFA acts as a liaison between service learning course participants, the course’s faculty member and the CCE’s Service Learning Graduate Fellow. SLFAs work with a specific faculty member to provide support for service learning projects and are the primary contact for faculty members for the duration of a semester.

Compensation: SLFAs receive a $300 stipend per semester

Qualifications:

- Minimum 3.0 GPA
- Commit to approximately 1-3 hours per week, although amount of time needed to complete responsibilities will vary throughout the semester
- Commit to entire Fall Semester, entire academic year would be ideal but not required
- Previously completed a service learning course preferred but not required
- Previous group leadership experience preferred but not required
- Must be able to work independently
- Have excellent organizational skills, ability to meet deadlines and manage paperwork
- Have excellent oral and written skills

Responsibilities and Expectations:

General

- Complete SLFA training
- Attend monthly luncheon meetings at the Center for Community Engagement office (Donahue 209)
- Attend class as agreed with faculty
- Hold a weekly office hour at the Center for Community Engagement
Training

- Assist faculty in explaining service learning and the course service requirements to students the first week of class
- Familiarize students with Suffolk’s community service and service learning resources
- Distribute and explain service learning forms and/or handouts in class including risk management resources
- Discuss the roles, responsibilities, and expectations of the students as related to their service

Support

- Review with students the service learning deadlines as set by faculty member and service learning staff
- Maintain contact with student and report any problems to a service learning staff member
- Track students’ experiences and hours completed

Reflection/ Evaluations

- Co-develop and co-facilitate reflection activities during and at the end of the semester
- Distribute and collect all service-learning evaluation forms at the end of the semester
Service Learning Faculty Assistant Job Application

Name

Address

Phone          Email

Academic Major  Year of Graduation  Cumulative G.P.A.

Please answer the following questions. (No more than 1-2 pages)

1. Describe your experience with service learning, community service, or the non-profit field (group membership, volunteer experience, work experience, courses taken) and how that has impacted you personally, professionally, and academically.

2. Do you believe it is important to connect community service experience with academic coursework, why or why not?

3. What skills, strengths and interests do you possess that qualify you for this position?

4. Is there a professor or department with whom you prefer to work?

Submit your application to Jenesse Kaitz, jkaitz@suffolk.edu.

Please provide a copy of your schedule and availability.