

*SUFFOLK UNIVERSITY*  
*S.O.U.L.S. Community Service and Service Learning Center*

**Service Learning Faculty Assistant**  
**Job Description**

A Service Learning Faculty Assistant (SLFA) is a student leadership position in S.O.U.L.S. Community Service and Service Learning Center. The SLFA acts as a liaison between service learning course participants, community partners and the Service Learning staff by assisting in placement and monitoring of service projects.

**Qualifications**

- Complete application and submit by the deadline
- Minimum 2.8 GPA
- Commit to approximately 2-4 hours per week, although amount of time needed to complete responsibilities will vary throughout the semester
- Commit to one semester, one year commitment preferable
- 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

**Compensation**

- \$300/semester
- Federal Work Study can be used if eligible

**Responsibilities and Expectations**

General

- Complete SLFA training
- Schedule a weekly office hour in the S.O.U.L.S office
- Attend required meetings with the office of Student Activities and Service Learning
- Attend class as decided with faculty

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
- Meet with community based organizations that will partner with the course
- Maintain contact with students and community partner(s) and report any problems to a Service Learning staff member
- Track students' experiences and hours completed

### Reflection

- Co-develop and co-facilitate reflection activities during and at the end of the semester

### Evaluation

- Distribute and collect all service-learning evaluation forms at the end of the semester

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*S.O.U.L.S. Community Service and Service Learning Center  
Donahue 209  
41 Temple Street  
Boston, MA 02114  
P: 617-305-6306  
F: 617-305-6364  
souls@suffolk.edu*