EMPLOYMENT OPPORTUNITY
2015 – 2016

JOB TITLE: CCE Community Partner (multiple positions available)

DEPARTMENT: Center for Civic Engagement (Tyler Haynes Commons, 201)

EMPLOYMENT PROGRAM: A Federal Work Study award is required to participate (See http://engage.richmond.edu for volunteer opportunities).

SUPERVISOR: Christine Most, Administrative Specialist

CONTACT INFO: Please visit the CCE web site at http://engage.richmond.edu/programs/jobs.html for more information. If you have questions, call (804) 484-1601 or email engage@richmond.edu.

JOB SUMMARY: The CCE Community Work-Study program enables you to earn your FWS award by engaging with a non-profit or governmental organization in the Richmond region, both learning from and assisting community members in a variety of work. This program is open to all students who are eligible. You can choose from a number of different opportunities, including (but not limited to) mentoring youth in a variety of settings, supporting patient intake at free medical clinics, serving as a classroom aide in a school, and leading nutrition and health education programs. To explore opportunities and register, go to http://engage.richmond.edu/programs/register.html and indicate that you will be earning your FWS award through service at the partner organization. Once you have registered you will receive information about next steps. This is a full semester (and preferably a full year) commitment.

EXPECTATIONS:

- Orientation: Students will attend required program orientations.
- Work Schedule: After completing orientation, you will commit to an agreed-upon work schedule with the organization. You agree to proactively communicate any changes in this schedule with your community partner.
- Professionalism: Students will represent the University by maintaining professional working relationships and dressing appropriately while at the partner organization.
- Following FWS guidelines provided in the Student Handbook located at studentjobs.richmond.edu.
- Submitting your hours by the deadline every two weeks. Failure to do so will result in termination of position.
- Attending a FWS orientation if this is your first semester participating in a CCE FWS Community Partner position.

REQUIRED QUALIFICATIONS:

- Strong interest in civic and/or social justice issues
- Excellent oral and written communication skills
- Ability to work cooperatively and with students, staff, faculty, and community members
- Flexibility to task
- A desire to learn from and work in diverse settings

For Student Employment Use only:
Wage: Level III Index: 3223