Office of Service Leadership | Service Learning Peer Advisor Coordinator

JOB DESCRIPTION
You will lead the Service Learning Peer Advisor program, which is a network of 4 – 5 Concordia students who are trained and equipped to support their peers in connecting to service opportunities to meet their academic needs, passion, and schedule.

You must be able to work in team settings, meet deadlines, and adhere to the academic requirement minimum GPA of 2.5 Cumulative or 2.25 semesters. Employment, in addition to this position is allowed, as long as hours do not conflict with the Service Learning Peer Advisor Coordinator job expectations and deadlines.

RESPONSIBILITIES
- Serve as a member of the Social Change Coordinator team, including enrollment in a 1 credit LDR course during both the spring and fall semesters.
- Serve as a mentor to 4 – 5 Service Learning Peer Advisors
- Attend weekly team meetings and bi-weekly one on one meetings with OSL Staff Member.
- Recruit 4 - 5 Concordia students to serve as Service Learning Peer Advisors.
- Meet weekly with each Service Learning Peer advisor to check in and discuss progress with students
- Communicate regularly with Service Learning Faculty to update them on the progress of the class
- Actively communicate with supervisor regarding challenges and successes of responsibilities.
- Complete all paperwork requested for the assessment and tracking of the Service Learning Peer Advising Program.
- Serve as a team leader at monthly National Day of Service events organized and promoted by the Office of Service Leadership.
- Maintain 5 weekly office hours assisting the CU community with service consultations, registering for service projects, and other office functions as needed
- Attend staff retreats, staff development workshops and reflection activities.

REQUIREMENTS
- Maintain regular office hours, including drop-in hours for the Service Learning Peer Advising Program
- Attend single-day spring training in March/April 2014, specific date TBD
- Return to campus early for fall and spring trainings, specific dates TBD
- Attend all required team meetings and trainings
- Attend biweekly personal meetings with the Office of Service Leadership staff

BENEFITS
- Receive 1 elective credit per semester for LDR 200: Social Change Leadership Class
- Receive a priority housing lottery advance for student leadership opportunity
- Receive Letter of Recommendation for future employment, internships, and practicums
- Priceless professional development experience