EMPLOYMENT OPPORTUNITY
2016-17

JOB TITLE: CCE Community Partner Assistant (multiple positions available)

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

EMPLOYMENT PROGRAM: A Federal Work-Study (FWS) award is required to participate. Please visit the CCE web site at http://engage.richmond.edu/programs/jobs.html for more information.

SUPERVISOR: Christine Most, Administrative Specialist

CONTACT INFO: If you have questions, call (804) 484-1601 or email Christine Most at cmost@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 APPLY: The standard student employment application form is not required. To explore opportunities and register, go to http://engage.richmond.edu/programs/register/index.html. When registering, please indicate that you wish to earn 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 for a minimum of two (2) hours per week. You agree to proactively communicate any changes in this schedule with the community organization.
▪ 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 Employment Handbook located at http://studentjobs.richmond.edu/apply/index.html
▪ Submitting your hours by the deadline every two weeks. Failure to do so will result in termination of position.
▪ Attending a Community Work-Study training session if this is your first semester participating in the CCE Community Work-Study program or you did not attend this training in the previous semester.

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

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