

AmeriCorps Member Service Description

TITLE: Retention Project Student Engagement Specialist (AmeriCorps)

HOURS OF SERVICE: 8:00 a.m. to 5:00 p.m., M – F with some evening and weekend hours

JOB DESCRIPTION: Four Retention Project Student Engagement Specialists will work at Edmonds Community College supporting the following programs on campus:

- TRiO Student Support Services
- Learn and Serve Environmental Anthropology Field (LEAF) School
- Career Action Center
- Adult Basic Education English as a Second Language Program

Their primary function will be to recruit and advise first generation college students to engage in service-learning courses and campus activities. Service-learning projects will include mentoring at-risk high school and community college students in service projects generated by the first generation college students. In addition, the Student Engagement Specialist will receive training and participate in National Days of Service as a member of the statewide, 20 member AmeriCorps Retention Project Team.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Recruit and advise first generation higher education students to engage in service-learning activities.
- Develop partnerships between community members, college students, and other ESL speakers.
- Train higher education students to serve as mentors for disadvantaged youth, and underserved populations.
- Maintain documentation of data related to student recruitment and community involvement and benefit.
- Participate in Retention Project Trainings, including up to 4 overnight trainings and Regional Cluster Trainings, and NOAA's B-WET training workshops in partnership with Service, Education, and Adventure (SEA) on board *M/V Indigo*.
- Participate in Make a Difference Day and MLK Day; coordinate alternative service breaks.
- Engage in personal reflection.

REQUIRED QUALIFICATIONS:

- ◆ AA, BA/BS, or equivalent experience required.
- ◆ Must enroll in Automatic Funds Transfer to receive bimonthly stipend.
- ◆ Ability to work well with people of diverse backgrounds.
- ◆ Good organization, problem-solving and written and oral communication skills.
- ◆ Basic office computer skills, including word processing required. Experience with spreadsheets/databases and desktop publishing preferred.
- ◆ Enthusiasm and self-direction.

BENEFITS:

- Living Stipend of \$11,400 (distributed over 10.5 months)
- Loan Forbearance and Interest Accrual Reimbursement
- Medical Insurance
- Education Award of \$4,725 upon successful completion of the program
- Childcare assistance for qualifying members
- Excellent experience in the service-learning field

For More Information Submit a Letter of Interest by email by July 22, 2009 to:

Heather McKnight, Project Director

TRiO Student Support Services

heather.mcknight@edcc.edu