



## COMMUNITY ENGAGED LEARNING PROGRAMS STUDENT COORDINATOR POSITION DESCRIPTION 2022/2023

**Position Title:** Community Engaged Learning Programs Student Coordinator

**Department(s):** Student Experience Office

**Term of Position:** August 29<sup>th</sup> – April 28<sup>th</sup> (32 weeks at 35 hours/week)

This position may be required to work during some Saturdays

\*There may be a possibility of extending into the Summer 2023 term. This will be determined in the winter term.

**Number of positions:** 1

**Remuneration:** \$17.00/hr + 4% vacation pay

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The Student Experience Office (SEO) provides students with transition support and engaging programming opportunities that complement the academic experience and foster a sense of belonging and community. Carleton University's new student orientation program focuses on: the holistic development of all students and facilitation of the transition process which includes; integration of all students intellectually, culturally, and socially into the Carleton community.

Reporting to the Student Development and Community Outreach Coordinator in the Student Experience Office, the Community Engaged Learning Programs Student Coordinator is integral to the successful implementation of all community engaged learning programs. CEL programs are designed to give students the chance to participate in hands-on experiences while gaining critical thinking, problem solving, and reflection skills. The SEO will run four different CEL programs throughout the academic year, including: [The Community Partnership Project](#), [Campus to Community](#), Foundations of Community Engaged Learning, and the Community Initiatives Campaign, all of which will run throughout the course of the 2022/23 academic year.

The CEL Programs Student Coordinator will be responsible for the development and facilitation of the SEO's CEL programming. This position will be required to work primarily remotely throughout the contract, however the position will require some in-person commitments including facilitating five different CEL workshops taking place on Saturdays throughout the academic term.

### REQUIREMENTS:

- Enrolled as a full-time **undergraduate** degree studies student (as defined in the Carleton University Undergraduate Calendar) at Carleton University. Candidates must be enrolled as an undergraduate degree studies student at Carleton University at the time of their application through to December 2023.
- In **good academic standing** (as defined in the Carleton University Undergraduate Calendar), at the time when the application is received and throughout the duration of the contract
  - If a successful candidate falls below good academic standing at any point throughout the duration of the contract, their role will be terminated
- Strong written and verbal communication skills
- Ability to be a team player with strong interpersonal and group process skills.



## Student Experience Office CARLETON UNIVERSITY

- Excellent written and oral communication skills.
- Strong problem solving skills, attention to detail, and ability to work well under pressure.
- Knowledge of the University, its administrative processes, and its student services.
- High levels of professionalism, and a strong understanding of customer service.
- Ability to be an ambassador for Carleton University, promoting positive values, and leaving a positive impression with participants.
- Must have comfort facilitating workshops both in person and virtually
- Knowledge and understanding of Community Engaged Learning is considered an asset
- This position may also be required to support other areas within the Student Experience Office, including but not limited to front desk support, orientation planning, transition support programs, SOAR leadership conference, and others

### CORE RESPONSIBILITIES:

- Support the development of all CEL programs (including CPP, Campus to Community, Community Initiatives Campaign, and Foundations of CEL), including updating all MS teams channels, developing learning materials, responding to email inquiries, communicating with program team leaders and facilitating workshops/trainings
- Support Fall Orientation events during fall orientation week (Sept 3<sup>rd</sup> – 9<sup>th</sup> in person)
- Act as the lead facilitator for all CEL programs (including CPP, Campus to Community, Community Initiatives Campaign, and Foundations of CEL)
- Organize communications and partnerships with local community organizations
- Development and execute a monthly CEL Newsletter
- Back-fill as a Team Leader for Campus to Community Days
- Other duties as assigned

**APPLICATIONS ARE DUE BY THURSDAY JULY 28<sup>TH</sup>, 2022 ONLINE <https://carleton.ca/sei/community-engaged-learning-programs-coordinator-application/>**

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