



**Position Title:** Part-Time Coordinator, Center for Community Involvement

**Job Code:** 8104

**Grade:** HI

**Reports To:** Director

**FLSA:** Exempt

**Job Description:** The Part-Time Coordinator will be responsible for helping oversee the day-to-day operations of a Campus' Center for Community Involvement, which entails coordinating all service-learning, America Reads and campus-community partnership activities.

**Duties & Responsibilities:**

- Helps maintain/manage a Center for Community Involvement office to support students and faculty
- Creates and implements a faculty development program that provides training to faculty interested in service learning
- Recognizes faculty and students by preparing certificates and letters and helping to organize a recognition reception yearly
- Organizes a volunteer fair twice a year to promote community involvement and to give service-learning students more opportunities to set up their placement
- Plays a leadership role with students, faculty and community partners to solve problems that arise
- Encourages faculty to use service-learning as an instructional tool
- Helps create and maintain partnerships with approximately thirty (30) non-profit agencies that can serve as service-learning host sites for Miami Dade College students
- Works closely to coordinate/integrate all activities with Student Life, Academic Affairs, and the campus administration
- Supervises one or more student assistants
- Ensures effective and efficient operation of the campus America Reads program
- Initiates and maintains weekly communication about America Reads with the America Reads Manager
- Oversees recruitment, hiring, placement, support, and coordination of approximately ten (10) part-time America Reads tutors
- Oversees communication and effective program implementation at approximately twenty (20) elementary schools and community sites that serve as America Reads partners
- Troubleshoots America Reads issues with tutors, Financial Aid, America Reads Campus Coordinators and/or Miami Dade County Public Schools Reading Leaders
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's Degree from a regionally accredited institution and three (3) years of related experience; or equivalent combination of education and experience
- Experience with community organizing and partnership building
- Management or supervisory skills and work experience
- Ability to coordinate complex logistics related to project operations
- Ability to work independently and effectively with students and administrators

- Possess excellent work ethics and reliability
- Ability to exercise initiative and sound judgment
- Possess excellent communication skills (verbal and written)
- Ability to work a flexible schedule which may include evening and weekend assignments

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name