



Western Kentucky University
ALIVE Center for Community Partnerships

Student Worker Position through Spring 2012.

Job Description: The Student Worker for the WKU ALIVE Center for Community Partnerships assists with the day-to-day functions of the Center, as well as assists in the development of Volunteerism and Campus/Community Partnerships. This position is supervised by the Office Associate.

Responsibilities include but are not limited to the following:

- Maintain correspondence through answering phone calls, responding to email, and greeting walk-in visitors daily, timely responses expected in all forms of communication
- Coordinate speaking and presentation opportunities
- Serve as a member and coordinate activities of the Student Advisory Board
- Research volunteer opportunities for regional nonprofits
- Coordinate volunteer placements for individuals and groups, as needed
- Develop content for online and printed resources for areas of volunteerism
- Update nonprofit directory and community resources
- Assist with preparation for programs and events
- Assist the director and Center staff with daily tasks, as needed, with tasks such as checking the Center's general email, managing reservations, updating social networking sites, and preparing for special programs and events.

Status Reports: Student worker will provide verbal status reports on an as-needed basis at biweekly staff meeting to discuss challenges, successes and address any question/concerns with staff responsibilities. Additionally, the student worker will complete a written monthly status report to share progress on volunteerism, community partnerships, and other special projects as assigned by Center staff to ensure Center goals are being met and to share thoughts on what you have learned and what you would like to learn.

Desired Qualifications:

- Strong oral communication and interpersonal skills
- Excellent writing skills
- Ability to work with a team
- Ability to multi-task
- Strong organizational skills and ability to plan and prioritize work
- Positive attitude
- Basic knowledge of Word, Excel, and PowerPoint
- Proficient in social media (work with Facebook and Twitter)
- Experience with volunteerism and service

Time Allotted:

12 to 20 hours a week (depending on student's availability)

Preferable coverage time is approximately between 9am and 2pm but other schedules to be considered.

Contact:

The student worker position is supervised by the Office Associate, Brittany Ryan. Those interested in the position are asked to prepare a resume, cover letter, and availability schedule for the spring semester. Materials should be submitted via email to Brittany at Brittany.ryan@wku.edu before October 24, 2011. Please call 270-782-0082 if you have any questions regarding ALIVE CCP student worker position. Students meeting the desired qualifications may take part in an interview process if multiple applicants apply.