



## Coordinator for Community Service Washington University in St. Louis

### Position Overview

The Coordinator for Community Service cultivates student leadership and student learning through community service opportunities that foster positive community impact and a life-long ethic of civic engagement. As an advisor and mentor, the coordinator works closely with students as they develop, implement, evaluate, and reflect on their community service initiatives. The coordinator frequently engages students and student groups in critical conversations about social justice and demonstrates enthusiasm for the wide variety of causes and passions brought forward by students.

### Essential Responsibilities

- Coordinate signature initiatives serving K-12 students in underserved urban communities. (25%)
  - Each One Teach One: Collaborate with St. Louis Public Schools, KIPP: Inspire Academy, and College Bound to implement three tutoring and mentoring programs with the leadership of student interns and student-led Leadership Team. Coordinate tutor recruitment, selection, training, community building, continuing education, and recognition for over 200 tutors, and lead strategic development of the program.
  - K-12 Connections: Collaborate with campus partners and student intern to fulfill requests from K-12 schools in urban areas. Oversee outreach and training for individuals and students groups assisting with K-12 field trips to campus, one-time volunteer needs, and the annual AP Prep initiative.
- Advise student-led community service groups with attention to student learning and organizational development. Groups include: Relay For Life, Campus Kitchen at WU, Habitat for Humanity, and WU Marrow Registry. (25%)
- Coordinate University-Wide Blood Drives in collaboration with two area blood banks, student intern, and student-led Leadership Team. Oversee publicity, volunteers, donor education, and logistics to implement four day-long drives at 8 locations across the University, which collect over 1800 units of blood annually. (10%)
- Supervise student interns, including Blood Drive Coordinator and four Each One Teach One coordinators. Contribute to shared supervision of K-12 Connections Coordinator. (10%)
- Provide training and consultation to student leaders and staff advisors of community service and philanthropy efforts. Training and discussion topics include effective and responsible practices in community service and fundraising, community partnerships, peer education around social issues, reflection, and program planning. (20%)
- Contribute to initiatives, meetings, and events of the Community Service Office, units within Campus Life, and the Gephardt Institute for Public Service, including: Service First, PB&Joy University-Wide Food Drive, Civic Engagement Fund, Faces of Hope, student staff training & development, outreach efforts to undergraduate, graduate, and professional students, and communication with local non-profits. (10%)

## About Us

Washington University in St. Louis is a premier, highly selective, independent research university, serving approximately 6400 full-time undergraduates and 5900 full-time graduate/professional students. Approximately 40% of undergraduates identify as multicultural or international, and 79% of undergraduates live in University housing.

Our mission for the undergraduate experience is to build and sustain an undergraduate experience of exceptional quality where students, known by name and story, prepare themselves for lives of purpose and meaning.

The Gephardt Institute for Public Service serves as the campus-wide nexus for civic engagement and service through four key areas: community-based teaching and learning, global service and cross-cultural learning, co-curricular service, and civic life & public service careers.

The Community Service Office serves as a catalyst for students to connect with, build, and sustain meaningful service initiatives in partnership with communities in St. Louis and around the globe. Our office is uniquely situated within both the department of Campus Life (which focuses on student involvement, engagement, and leadership) and the Gephardt Institute for Public Service. Our efforts are led by four professional staff and eleven student interns.

Student involvement in community service is motivated by genuine passion for social justice. All community service opportunities are led by students with staff support and advising. Student participation in community service is voluntary. 68% of our undergraduates participate in community service (an average of 9 points higher than our top 17 comparison schools), and 80% of our seniors participate in community service.

## Required Qualifications

- Master's degree in Higher Education and Student Affairs, Social Work, or related field.
- Excellent interpersonal, organization, communication, and problem-solving skills. Energy, vision, initiative, creativity, ability to collaborate, tolerance for ambiguity, ability to embrace and navigate change, and sense of humor.
- Demonstrated professional experience and passion for working with college students in co-curricular settings. Working knowledge of student development and effective practices to enhance student learning.
- Comprehension of social issues addressed by community service and subtleties of building programs that are respectful, meaningful, effective and sustainable.
- Ability to collaborate and build relationships with a culturally diverse and broad range of stakeholders, including student leaders, campus colleagues, non-profit agency and public school partners, senior-level administrators and external advisors.
- Ability to work frequent evening and weekend hours.

## Preferred Qualifications

- Master's degree in Higher Education and Student Affairs.
- 1-3 years professional experience in Student Affairs or higher education.
- Domestic and/or international volunteer experience.
- Volunteer or professional experience with K-12 students and/or urban education.

## To Apply

Interested candidates should apply via the Human Resources website: <https://jobs.wustl.edu> (job ID 25094) with a cover letter, resume, list of at least three references, and responses to four questions provided online. Please learn more about the office at [www.communityservice.wustl.edu](http://www.communityservice.wustl.edu), and direct questions to [communityservice@wustl.edu](mailto:communityservice@wustl.edu).



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