Do multiple individuals hold this position at one time?  ☑ Yes  ☐ No

Number of positions available: 2

Work Schedule
A student in this position can expect to work varied hours per day, 8 hours per week.
The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 8:00 am - 5:00 pm, with occasional weekends and evenings.

Department/Position Overview
The Campus and Community Outreach Center (CCOC) Coordinators connect students with opportunities to engage with the wider Beloit community. They develop partnerships with community organizations, provide training and orientation to students, and plan on- and off-campus volunteer engagement events, including alternative break trips. The coordinators develop and market one-time and long-term community service opportunities, recruit volunteers, and manage volunteer databases and email lists.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☒ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Independently manage projects and events
☒ Provide peer advising on community service opportunities and best practices
☒ Initiate and maintain communications with students, faculty, staff and community organizations
☒ Facilitate presentations and training
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: MS Word, PowerPoint, Publisher, Excel
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Must have extensive experience in community service and engagement or working with non-profit organizations.