SERVICE-LEARNING COORDINATOR
BOISE STATE UNIVERSITY

The Service-Learning Coordinator serves as the primary administrator of service-learning at Boise State University. Other responsibilities include: serving as ex officio advisor for the student-governed Volunteer Services Board and developing and administering all publications, services, resources, educational programs, and databases which support the growth of service-learning opportunities at Boise State University.

SPECIFIC DUTIES/RESPONSIBILITIES:

1. Coordinator of Service-Learning Program
   - Advocates for service-learning on the BSU campus with faculty, staff, and administration.
   - Identifies and trains faculty to build service-learning opportunities into curriculum.
   - Recruits, trains and supervises service-learning assistants, graduate assistants, and undergraduate office assistants.
   - Conducts research, evaluation and assessment on all aspects of the Service-Learning Program.
   - Cultivates relationships with non-profit sector professionals, and conducts on-site agency visits in order to ensure quality referrals of students.
   - Implements procedures, materials, and methods for all service-learning logistics that may include service-learning contracts, Service-Learning Credit Option registration, and a means for tracking the number of hours served by each student participant.
   - Implements orientation workshops and reflection sessions for student volunteers

2. Volunteer Services Board and Program
   - Serves as an ex officio advisor to the Volunteer Services Board at Boise State University.
   - Assists in training Volunteer Service Board officers.
   - Encourages and strengthens the VSB's working relationship with other university and community organizations.

3. Volunteer Advisory Board
   - Assists in meeting coordination in cooperation with the Advisory Board Chairperson.
   - Monitors and reports participation statistics for each aspect of the service-learning program.
   - Provides regular budget reports to the Board.

4. Researches, solicits and writes grant proposal which support BSU Service Learning objectives.

QUALIFICATIONS:
- Bachelor’s degree required; Master’s degree preferred in related field.
- Experience in service-learning preferred.
- Experience in selecting, training and supervising paraprofessional and student staff preferred.
- Experience in program planning, grant writing, and assessment preferred.

Salary: $32,000

To Apply: Send (via e-mail, or US Post) letter of application, resumé and names and telephone numbers of three references.

Service-Learning Coordinator Search Committee
Boise State University - Student Special Services Office
1910 University Drive
Boise, ID 83725-1355
mvanvoor@boisestate.edu
Phone: 208/426-1583

Review of applications begins April 1, 2000 and will continue until position is filled.

Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of under-represented groups.

EOE/AA Institution