Community Engaged Learning Intern

Position Overview:
- 3-8 hours per week
- $11.00 per hour (first year Intern)
- The Community Engaged Learning (CEL) Intern is part of a team of students supporting Gonzaga University’s CEL program by providing assistance to the CEL coordinator, and training and support to students, faculty and community partners.

Criteria for Participation
- Be in good standing with Gonzaga University
- Demonstrate an understanding of and commitment to socially responsible community engagement as outlined in CCASL’s Principles and Practices
- Previous experience in CCASL program or participation in a service learning course
- Excellent communication and organizational skills
- Experience leading/managing peers and/or volunteers, preferred
- Complete required paperwork as applicable (e.g. PAR form)

Responsibilities & Expectations (Include, but are not limited to):

Service Learning Course Support:
- Coordinate and provide classroom presentations
- Coordinate the collection and processing of service learning data
- Provide support to students looking for placement opportunities
- Update Gonzaga Connected, our online CEL platform
- Assist with assessment surveys
- Aid in creating sustainable systems to free up time for increasing the capacity and quality of CEL course support

Community Partner Support:
- Assist CCASL staff with community partner needs assessments and site visits
- Update community partner information on the Gonzaga Connected platform

Cohort Support:
- Assist with the Service and Leadership LLC cohort in support of instructor
- Lead student reflection

CEL Representation:
- Provide student representation on the Service Learning Advisory Board (SLAB)
- Assist CCASL staff in representing CEL on campus and in the community
- Provide support and leadership on various CEL related events including:
  - Service Fairs (start of each semester): Assist in: coordinating details, recruiting community partners, marketing, staffing, and conducting assessment.
  - Civic Engagement Symposium (April): Solicit submissions, organize staffing, assist at event, conduct assessment, organize awards nominations
• Participate in leadership training and on-going reflection and assessment
• Fulfill requirements of partner organizations, as applicable
• Respond and communicate questions/items of concern to program staff in a timely manner
• Model ethical behavior, including appropriate and professional boundaries and relationships with student volunteers, program participants, community partners, faculty and CCASL staff
• Adhere to Gonzaga University and CCASL safety guidelines and risk management procedures
• Adhere to the Gonzaga University Student Code of Conduct and Release of Liability Waiver

By signing below, I am able to meet the above commitments and understand responsibilities are subject to change throughout the year.

_________________________  ____________________________  _______
Name (Print)  Signature  Date