

**Michigan State University**  
**Center for Community Engaged Learning**  
**Position Description**

**Working Title:** Graduate Coordinator, MSU Community Engagement Scholars Program

**Employment Period:** May 2025 – May 2026

**Schedule:** Varies, may include evenings and/or weekends

**Salary:** Approximately \$1000/month (10-12 months project pay) - Average of 12 hrs/ week

**Special Notes:** Valid Driver's License Required

**Reports to:** Program Director, Community Engagement Scholars

**Supervision:** 10-15 Undergraduate Student Scholars

**To apply, please submit these requested materials via Qualtrics, [https://msu.co1.qualtrics.com/jfe/form/SV\\_dapxbmCovwZNkcC](https://msu.co1.qualtrics.com/jfe/form/SV_dapxbmCovwZNkcC) by 11:59pm on March 12, 2025.**

**Community Engagement Scholars Program Overview:**

- The MSU Community Engagement Scholars Program is an initiative offered by the Center for Community Engaged Learning and the Office of the President in partnership with community organizations in Michigan. Undergraduate students selected as Scholars will be paired with a primary community organization to complete projects and/or other opportunities of interest to the community organization.
- This program requires Scholars to spend no less than 12 hours a week working with their community partner. Average engagement time with the program each week is 12-15 hours, which includes required cohort meetings.
- The scope of the student project(s) can range from project management and infrastructure to communications and data collection, with additional opportunities to serve with neighborhood/community/ and economic development organizations and other local nonprofits!
- Students will develop and engage in the CESP cohort, together scholars will design and implement a cohort project, participate in professional development workshops, and take part in reflective learning and learn from one another

**GRADUATE COORDINATOR BASIC FUNCTIONS**

The Community Engagement Scholars Program Graduate Coordinator Position is a project-pay position requiring between 10 & 15 hours per week. The Coordinator will collaborate with the Program Director of CESP and support the mission of the Community Engagement Scholars Program (CESP).

The Graduate Coordinator is responsible for the general support and mentoring of 10-15 undergraduate students who are participating in the [MSU Community Engagement Scholars Program](#). Coordination includes developing, facilitating, and leading community engagement orientation sessions, professional development workshops, and reflection seminars for the scholars and their community partners. The coordinator is also responsible for tracking evaluation data, serving as a community partner liaison, troubleshooting logistics and operational issues, and supporting overall program development. The coordinator will be supervised by the CESP Program Director.

## **QUALIFICATIONS**

- Admitted To A Graduate Degree Program At Michigan State University During Period Of Appointment
- Excellent Verbal And Written Communication Skills, As Well As Interpersonal, Organization, And Time Management Skills
- Community Engagement Experience As Well As Passion And Interest In Community Engagement & Student Development
- Skills In The Areas Of Critical Thinking, Team Building, And Leadership
- Ability To Work With Complex Ideas And To Think Critically And Creatively
- Candidate Should Be A Self-Starter With The Ability To Multitask And Handle Multiple And Ongoing Projects - Strong Attention To Detail
- Strong Project Planning Skills And Program Management Experience
- Excellent Computer Skills Including MS Office & MS 365 (Word, Excel, Powerpoint), Canva, Zoom, Qualtrics, D2L, Etc.
- Available To Work A Full Academic Year (August Through May; preferred May Through May)

## **ROLES AND FUNCTIONS**

- Oversee, mentor, and support 10-15 undergraduate scholars by assisting with day-to-day management, orientation, trainings, and workshops
- Weekly check-ins with Program Director, bi-weekly cohort professional development meetings, and monthly one-on-one check-ins with students
- Develop and maintain formal/informal contact with Scholars to assist with role and personal development
- Perform logistical duties including but not limited to:
  - Managing documents and schedules
  - Managing reimbursement process for scholar transportation

- Project planning and implementation including ordering food, reserving spaces, coordinating speakers, planning activities, etc. - To include End-of-Year Scholar Showcase event
- Communicate regularly with Scholars regarding expectations as a group and as individuals
- Assist in the development and planning of bi-monthly cohort workshops relating to community engagement skills and practices - Generate new and relevant workshops to enhance scholar development in comprehension of values, wellbeing in community engagement work, and organizational structures
- Assist with the planning and implementation of data analysis and program evaluation
- Facilitate ongoing community partner orientation to ensure that our community partners are prepared to welcome a Scholar into their spaces and receive continued support in their role
- Maintain and develop partnerships with Lansing, Flint and Detroit non-profit and civic organizations where scholars are placed

Statement of Interest, limited to two pages, highlighting your experience with community engagement, your interest in community-engaged and civic learning, and what you hope to gain from the experience of serving as the MSU Community Engagement Coordinator. Please include at least a paragraph expressing how CESP fits in with your academic, professional, and/or extracurricular goals/ involvement for the academic year. Please express how you plan to balance your commitments for the year, understanding that CESP requires no less than 12 hours per week with the majority of this time scheduled between 8am-6pm, Monday-Friday. (Upload Word or PDF documents only.)