Contingent Employee: Community Engaged Learning Coordinator for “Understanding Racial and Ethnic Identity Development” (Fall 2017)

Level/Pay Rate: Students are paid on an hourly basis. The range is $14.25-15.50 depending on experience. Federal work-study or community service work-study is possible.

Hours: ~ 6 - 10 hours/week

Reports to: Sarah McShea

Context: Each year, students in over twenty departments and programs at Stanford apply their learning in community settings through community engaged learning (CEL) courses. CEL (i.e., service-learning) courses combine academic coursework with opportunities for community involvement in ways that enrich both. CEL courses can take many forms, but all involve the following elements:

1. Engagement with community partners to address societal needs
2. Intentional integration of learning objectives and experience
3. Student preparation, ongoing reflection, and critical analysis
4. Reciprocal benefits for students, community, and campus partners
5. Opportunities to critically examine public issues and explore one’s civic identity

Students in CEL courses typically spend 2-4 hours per week in a community setting or working on a project with a community partner. These partnerships are designed to deepen student understanding of course content while providing valuable support to community partners – to join “ways of thinking” with “ways of doing.” Community Engaged Learning Coordinators are instrumental in the success of these courses.

Responsibilities: The Community Engaged Learning Coordinator (CEL-C) is responsible for providing general support to Cardinal Courses and the Directors of Community-Engaged Learning (DCELS). Working closely with the DCEL team, the CEL Coordinators will support students, faculty, and community partners involved in community engaged learning experiences through program development and implementation.

General responsibilities may include:
- Maintain partnerships with relevant community leaders and organizations through regular work with them prior to the CEL course.
- Serve as a liaison between the instructor, community partners, and affiliated Director or Community Engaged Learning
- Introduce the pedagogy of community engaged learning to students, including reflection
- Help prepare students for their community placement, organize course logistics, and support student reflection
- Attend all lectures for the class, if the teaching team requests it
- Participate in/support in-class discussion and reflection
- Read and be prepared to discuss student reflections
• Help students plan for and guide them through their community-engaged learning projects
• Oversee project management and group dynamics
• Attend any final presentations

Qualifications
• Multi-media Storytelling experience a plus
• Excellent oral, written, and interpersonal communication skills
• Strong problem-solving and critical thinking skills
• Effective organizational and time management skills with the commitment to follow through on responsibilities
• Desire to work with others and/or as part of a team
• Ability to function as a self-starter
• Openness to learning new skills
• Knowledge of community-engaged learning and the Haas Center
• Experience as a student in CEL/service-learning courses, Alternative Spring Break, or community-based research
• Experience as a volunteer in the community is highly preferred, as is a strong commitment to community service and civic engagement
• Experience with Digital Storytelling and middle school youth a plus

To apply
Please submit a resume to Suzanne Gaulocher: gaulocher@stanford.edu