Student Assistants: Community Service Work Study Program (Summer & Academic Year)

Level/Pay Rate

Students are paid on an hourly basis. Federal work-study students.

Hours

6-8 hours/week during the academic year.
Part-time–full-time during the summer.
Flexible schedule.

Reports to

Yvette Zepeda

Context

The Haas Center’s mission is to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships. The Haas Center for Public Service is a unit of the Division of Student Affairs. The activities of the Haas Center and other Student Affairs Divisions include both academic and non-academic areas, providing programs and services focused on student development, intellectual engagement, diversity and multiculturalism, and community and responsibility, among others.

Through the Community Service Work Study Program (CSWS) Stanford students gain meaningful service experience while earning a portion of their financial aid award. Eligible students design a service experience in collaboration with a partnering organization during the academic year and summer. Placements during the academic year are part-time with campus-based organizations and at qualified organizations in the local community. Placements during the summer are full time and students serve with eligible non-profits, government agencies and Native American tribal organizations in communities across the United States.

We support undergraduate students and communities who want to serve in the public interest. When done in partnership with community organizations, such service work can yield rich student learning while supporting community partners in their efforts to fulfill their service and social change missions. This creation of new knowledge is part of Stanford’s core mission, and when planned and carried out according to principles of ethical and effective research and service, it is a profound way to leverage the intellectual resources of the university in ways that support community development.

Responsibilities

The Student Assistant/s for Community Service Work Study (CSWS) are responsible for providing general support to the CSWS Program Director in the areas of program development, planning, and implementation. Working closely with the CSWS Program Director, the student assistant/s will support students and community partner organizations engaging in service to the public.
Specific responsibilities may include:

- Providing administrative and organizational support of academic year and summer records and preparation of final reports
- Providing administrative support of application processing, meeting preparation co-facilitation, and composing communications
- Assisting in updating CSWS website content, presentation materials and application documents
- Collaborating with the Peer Coordinators including some advising, outreach, recruitment and publicity projects
- Data entry of ongoing Student Involvement Database and Community Partner Database including data entry. Provide a revised Community Partner Database List annually
- Editing and updating web content and liaison with Communications staff to update events calendar and special requests and student events
- Being a Cardinal Service ambassador and helping to represent the Haas Center programs and be a liaison to other campus offices
- Providing student feedback and perspective during planning and implementation of student activities
- Other duties as assigned

Qualifications

- Excellent oral, written, and interpersonal communication skills
- Strong problem-solving and critical thinking skills
- Effective organizational and time management skills and the commitment to follow with responsibilities
- Desire to work with others and/or as part of a team
- Ability to function independently and as a self-starter
- Openness to learning new skills
- Proficient with Microsoft WORD, Excel, PowerPoint
- Experience as a volunteer in the community is preferred, as is a commitment to community service and civic engagement

To apply

- Fall quarter - Review of applications begin in September and conclude in October or until positions are filled.
- Summer quarter – Review of applications begin in May and conclude in June or until positions are filled.

To apply, please submit a resume and brief cover letter to the Program Director, Yvette Zepeda.