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

Level/Pay Rate
Students are paid on an hourly basis. This is a federal work-study position.

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 is the hub of Cardinal Service, a university-wide initiative that reaffirms service as a distinctive feature of a Stanford education. It is catalyzed by the Haas Center for Public Service with support from Student Affairs, the Vice Provost for Undergraduate Education (VPUE), Vice Provost for Graduate Education (VPGE), and the Vice Provost for Teaching and Learning (VPTL). Cardinal Service will continue to expand community-engaged learning courses; increase the number of full-time, quarter-long service fellowships; and strengthen efforts to encourage service commitments and careers.

Through the Community Service Work Study (CSWS) program, 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 nonprofits, government agencies, and Native American tribal organizations in communities across the United States.

The Haas Center supports 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 CSWS Student Assistant is responsible for providing general support to the CSWS program director in program development, planning, and implementation. Working closely with the CSWS program director, the student assistant will support students and community partner organizations engaging in service to the public.
Specific responsibilities may include:

- Providing administrative and organizational support in keeping academic year and summer records and preparation of final reports
- Providing administrative support of application processing
- Assisting with meeting preparation and co-facilitation
- Assisting with updating CSWS presentation materials and application documents; composing communications
- Collaborating with the Peer Coordinators including advising, outreach, recruitment, and publicity projects
- Data entry for Student Involvement Database and Community Partner Database; providing an updated Community Partner Database list annually
- Editing and updating CSWS web content; liaising with Communications staff to update events calendar and for special requests
- Being a Cardinal Service ambassador: helping to represent Haas Center programs and liaising with other campus offices
- Providing student perspective and feedback 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 through 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
- Proficiency with Microsoft Word, Excel, PowerPoint
- Experience as a volunteer in the community is preferred, as is a commitment to community service and civic engagement

Applications

- Fall quarter – review of applications begins in September and concludes in October or until positions are filled.
- Summer quarter – review of applications begins in May and concludes in June or until positions are filled.

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