



Student Life

Bodwell Center for Service and Volunteerism

Graduate Assistant Position Description

The mission of The Bodwell Center for Service and Volunteerism, is to create civic mindedness by building an engaged campus through the promotion of service learning and volunteerism to students, faculty and staff in order to strengthen our local, national and global communities.

POSITION: Community Engagement Coordinator

- Graduate Assistant (GA) for the Bodwell Center.
- Position begins in late-August and ends late-May
- This is a 9-month, 20 hour a week position. Evening and weekend work will be required occasionally.
- Applicants must be a US citizen who is eligible for Federal Work-Study and meet Graduate School requirements.

RESPONSIBILITIES:

The GA will be responsible for coordination of large and small community service opportunities on and off campus throughout the academic year. GA will also assist with oversight of food distribution at the Black Bear Exchange. Duties will include but are not necessarily limited to:

- The organization and implementation of four (4) annual American Red Cross Blood Drives held at UMaine during the months of September, November, February, and April.
- Webpage/site, FaceBook, Instagram and SignUpSchedule management for the Bodwell Center.
- A focused and concentrated effort to meet with all student organizations and other groups as necessary to educate and advocate for data collection of volunteer efforts.
- Work with Assistant Director of Sports Clubs, Coordinator of Fraternity and Sorority Life and Coordinator for Student Organizations to engage groups in service activities.
- Work with staff in the Community Standards office to offer community service opportunities for sanctioned students.

- Work with Office of International Programs to assist current students with community service requirements.
- Work with community organizations to identify and plan regular volunteer opportunities for individual students and groups. Advertise opportunities continuously and recruit, recruit, recruit!
- Present to classes and organizations as requested and table at campus events to promote volunteerism, especially in September.
- Work with individual students to find community service opportunities for career experience and exploration, required service hours, class activities, etc.
- Regular communication via email and phone with students and community organizations. Share sign up lists with event planners, remind students about chosen opportunities, and communicate changes.
- Assist with coordination of large-scale service opportunities, including Maine Hello (August/Sept) and Maine Day (April).
- Assist with the planning and presentation of the Student Life Leadership Awards in April. This includes working with Center for Student Involvement (Campus Activities, Leadership and Student Organizations), Student Government, and other Student Life departments to plan the event and preparing awards and scholarships for nomination, selection and presentation.
- Assist with collection and sorting of weekly on-line food orders as well as distribution.
- Data tracking for annual reporting – individual students, student organizations, community organizations, hours completed, etc.
- Attendance at scheduled meetings, workshops, assisting with marketing/promotion and public relations projects as needed.
- Continuation of the development of partnerships with local community agencies as well as the students, faculty, and staff of UMaine.
- Supervise work study students.

The GA will also have various duties to support the Coordinator, AmeriCorps VISTA, student employees, and other Bodwell Center programs as necessary.

Experience with iMovie, Canva or other media programs a plus.

The GA is expected to assist with large events and activities organized by other Student Life departments through the year, i.e. Hello, Cash Cab, Late Night Breakfast, Family and Friends Weekend, Homecoming, Halloweekend, Winter Carnival, Fresh Check Day, concerts, etc.

QUALIFICATIONS:

- Bachelor's degree.
- Extensive community service and leadership experience.

- Excellent Interpersonal, communication and computer skills.
- Ability to work independently and as a team member.

SALARY: Stipend in the amount set by the Graduate School paid monthly (Sept through May) plus tuition waiver of up to 18 credits.

HEALTH INSURANCE: Portion of student health insurance paid by the office, if applicable.

APPLICATIONS:

Applicants should submit a letter of application, resume, and the names, addresses and telephone numbers of three (3) references to:

Lisa Morin, Coordinator
Bodwell Center
5748 Memorial Union, Room 120
Orono, Maine 04469-5748
Lisa.morin@maine.edu

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Updated Dec 2022