GORDON COLLEGE
Position Description

Title: Community-Based Federal Work Study Programs Coordinator
Department Structure: Student Life / Student Engagement / Service Learning
Reports to: Director of Service Learning
Annual Commitment: 40 weeks (Approx. Aug 15 – May 15)
Weekly Commitment: 15 hours per week or Approximately 600 hours/year
Hourly Pay Rate: $23.00

Overview:
• Designs, implements, manages, and evaluates all community-based Federal Work Study programs related to serving community needs and tutoring in order to fulfill the federal level of community-based Federal Work Study (FWS) as required by the Department of Education.

• Develops and monitors appropriate networks for ongoing communication with community and college partners

Description of Duties, Tasks & Programs:
• Participates in the research, prioritization, and meeting of community needs to ensure maximum impact between Gordon College and the North Shore community

• Works to comprehensively understand the philosophy and logistics of community-based FWS programs to best support program development

• Participates in development, assessment, evaluation, and oversight of FWS programs to meet community needs

• Oversees recruitment, hiring, training, development, and evaluation of undergraduate student workers to provide support for the holistic development of student workers

• Reviews all student timesheets and monitors community-based federal work study allocations

• Participates in regular staff meetings with Student Life, Student Engagement, and Service Learning staff. Maintains a professional image and manner consistent with Gordon’s mission and goals and maintains appropriate professional affiliations.

• Maintains a quality relationship and good communication with current and potential community partners

• Other duties as assigned.

Required Knowledge, Skills and Abilities:
To fully perform the above functions, the applicant must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

• Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the
public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

• Bachelor’s degree, with a Master’s degree preferred, plus one to three years related experience. Strong communication, organization and human relation skills required.

• Experience and expertise in the Student Development or Service Learning fields is preferred.

• Demonstrated strong leadership and presentation skills and ability to function as a facilitator.

• Experience and expertise working with nonprofit/community-based organizations. Work with an after-school program or in urban education is especially desirable.

• Ability to work successfully with: students, administration, faculty, staff, nonprofit organizations, and professionals.

• Strong written communication and public relations skills and experience.

• Flexibility and the ability to work in a fast-paced environment

Position Code: OCE-DRCB-1
Grade: 5
FLSA Status: Exempt