**Role**: Intern, Center for Service-Learning and Volunteerism

**Term**: Fall 2019 or academic year

**Hours**: 10-20 hours per week if one semester; 8+ hours per week if academic year.

**Overview**

The Center for Service-Learning and Volunteerism (CSLV) prepares students to be engaged, aware, and responsible citizens. The office promotes, facilitates, tracks, and evaluates course-based and co-curricular community service.

**Duties**

* Track student service and community needs in the volunteer portal
* Provide customer service for questions about CSLV processes from walk-ins, callers, and emails
* Meet with students to guide them in fulfilling service-related sanctions
* Scheduling meetings to prepare for programs
* Prepare materials for programs and presentations
* Communicating with organizations about volunteer opportunities and professional development programs

**Potential Duties** (based on intern’s interests and talents)

* Assisting with presentations and programs
* Researching and developing resources for faculty interested in service-learning
* (re)creating a CSLV advisory board
* Serving as photographer and videographer at events
* Outreach to not-yet approved local organizations
* Developing meaningful content for website and social media
* Creating promotional materials

**Contact** volunteer@siu.edu to learn more.