



POSITION DESCRIPTION

Service Learning Technician II

Position Service Learning Technician II

Department/Site

FLSA Non-Exempt

Evaluated by

Salary Range 33

Summary

Service Learning is a program that integrates community service with what the students are learning in specific classes. The Service Learning Technician will recruit appropriate non-profit agencies as well as maintain relationships with existing agencies for service learning/volunteer opportunities, will recruit instructors and students to participate in the program, and will coordinate between the agencies, students, and instructors.

Essential Duties and Responsibilities

- Establishes and maintains service learning opportunities list, consisting of service learning opportunities specifications. Maintains and continually updates service learning opportunities by category. Distributes service learning opportunities to appropriate departments to stimulate student awareness and interest.
- Contacts prospective service learning placements by telephone and in-person to set up recruitment profiles. Schedules and visits various service learning placements to identify potential opportunities for students and to promote the District's Service Learning Programs.
- Receives inquiries from students regarding service learning opportunities. Provides orientation on the nature of service learning opportunities listed through the District.
- Prepares, schedules, and delivers workshops and classroom presentations on service learning opportunities. Provides individual consultations in these subjects for students by critiquing and advising students on service learning opportunities.
- Assists Counselors/Faculty with matching students to service learning opportunities based on interest and aptitude.
- Participates in organizing and attends service learning outreach activities in the community and/or on campus. Publicizes, seeks out and makes arrangements for service learning opportunity presenters, and arranges for other similar activities.
- Refers students to suitable service learning opportunities. Coordinates referrals and services with specially-funded work programs. Assists in the development of service learning-related activities.
- Maintains and updates office procedures and informs appropriate staff of changes in District, State or Federal rules and regulations affecting service learning programs.
- Compiles statistics and other data for special reports. Routinely prepares reports on service learning activities, retention, and success rates. Assists with local labor market surveys that identify potential service learning opportunities.
- Ensures the equal and fair treatment of all student applicants for and recipients of service learning assistance including those with language difficulties and disabilities.
- Performs other duties as assigned that support the overall objective of the position

Qualifications

- **Knowledge and Skills**



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- Requires basic customer service, human relations, and presentation skills to convey technical concepts to others, to give instructions and training, and to facilitate discussions in individual and small group settings.
 - Requires sufficient human relations skill to "sell" the District.
 - Requires a basic knowledge of service learning techniques, methods, and procedures including those for reaching students and assuring equal employment opportunity; knowledge of the rules and regulations governing service learning.
 - Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens; and, sufficient math skills to compute sums, averages, products, and quotients.
 - Requires sufficient language, grammar, and writing skills to prepare professional correspondence, position advertisements, and informational brochures.
- **Abilities**
- Requires the ability to acquire a working knowledge of service learning programs and procedures, and any applicable rules and regulations.
 - Requires the ability to acquire an in-depth working knowledge of available service learning opportunities and to identify and engage prospective service learning presenters within the community served by the District.
 - Requires the ability to carry out all aspects of the position.
 - Requires the ability to interpret the policies, procedures, techniques, and rules governing service learning at the District.
 - Requires the ability to achieve harmony and cooperation in communications with others.
 - Requires the ability to deal with and safeguard sensitive and confidential information.
 - Requires the ability to maintain up-to-date files, general office and District policies and procedures, and state and federal rules and regulations.
 - Requires the ability to prepare professional correspondence for routine communications.
 - Requires the ability to learn and apply laws, regulations, policies and procedures for equal service learning opportunity.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- A high school diploma, or the equivalent, and three years of secretarial experience.



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Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.