

Coordinator of Alternative Breaks/Assistant in Civic Engagement for 2022-2023

Requirements for Assistants for Civic Engagement

1. **Must be in good academic standing as a student at Heidelberg University**
2. **Supports the mission of the university and the mission of Civic Engagement**
3. **Must Submit a resume**
4. **Must Complete an interview for the position**

Responsibilities

1. Meet weekly with Assistants for Civic Engagement
2. Meet weekly for a one-on-one with Director of Civic Engagement
3. Coordinate area of responsibility
4. Coordinate additional events/projects as assigned
5. Engage in fall and spring Semester Evaluations
6. Encourage campus participation in the Berg Service Challenge
7. Complete weekly reports on work and hours completed on-line
8. Develop a vision/plan for the following semester.
9. Complete a semester end report for fall and spring semester including budget, number of participants, names of participants
10. Other duties and responsibilities as assigned.
11. Work approximately 4 hours per week, not to exceed an average of 4 hours per week.
12. Update Civic Engagement webpage on inside.heidelberg

Alternative Breaks

The alternative break coordinator organizes the Alternative Break Program through communication with faculty members in order to fully prepare all student and faculty leaders for their off-campus trips. They also remain in contact with the student leaders for every trip in order to keep up with the progress of each alternative break. Lead the Alternative Break Club. Apply for funding from the Student Senate. Provide training for student coordinators and faculty/staff advisors. Lead one trip during the academic year.