



### **Job Description: Coordinator of Ford Community Corps at UDM**

**Non-work-study position - 16 hours per week - Aug 26, 2018 - May 22, 2020**

**Primary Role:** Serve as the Project Manager and administrative support for the Ford Community Corps Partnerships (FCCP) student-faculty led projects <http://www.udmercy.edu/about/mission-vision/lead-serve/ford-community-corps.php>

**Peripheral Roles:** Serve as administrative support for ILS Advisory Board / Curriculum of Service sub-committee, and other office affairs, if needed.

**Reports to:** Director of Service-Learning at *Institute for Leadership and Service (ILS)*

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#### **Specific Roles and Responsibilities:**

##### Communication

- Communicates with co-directors, faculty, student leaders, Ford representatives, and UDM admins through email or meetings.
- Compose meeting agenda and record minutes with student-leaders, as needed
- Maintain FCCP course on BlackBoard
- Record and disseminates meeting minutes and agendas with ILS Advisory Board/Curriculum of Service sub-committee.

##### Project Management

- Oversee the on-going work of Faculty-Student teams.
- Assist student-leaders in setting and accomplishing benchmarks.
- Check in with student-leaders and Agency partners.

##### Documentation and Marketing

- Update or create program related documents (e.g. brochure, slides, etc.)
- Track student-leader progress and future FCCP program interest
- Update ILS strategic vision, organizational charts, etc.
- Create and send announcement emails, flyers, and press releases, etc.

##### Accounting and Finance

- Manage and issue payroll for student leaders, faculty partner
- Process reimbursements for FCCP activities
- Manage budget allocations and conduct reconciliations
- Track expenses, reconcile Accounts, and process tuition remission for LEAD 2000 and LEAD 4000 courses

##### Other

- Detroit Mercy Website Update website content
- Assist ILS research projects (e.g. Service-Learning), Assist ILS events, and investigate possible Service-Learning partnerships and innovative and effective improvements for ILS operations.

#### **Required Core Competencies:**

- Excellent oral and written communication
- Excellent organizational and time management skill and ability to meet deadlines.
- Self-directive task management including Effective use of technology (Microsoft Office, Facebook, etc.)
- Ability to ask questions or conduct independent investigation to better achieve task goals.

#### **Desirable Competencies**

- Passion for Community Engagement.
- Basic knowledge of leadership theories and community engagement.
- Other computer competencies: (Blackboard, Cascade, Prezi, doodle, surveymonkey)
- Skills in data analyses (quantitative and qualitative).

**Other:** Student must be Available for office hours during the week over 3, non-consecutive days

#### **If interested:**

Please email your resume and a short note (100 words max) explaining why you would be the best person for the job to [TheInstitute@udmercy.edu](mailto:TheInstitute@udmercy.edu) Or Call: 313-993-2003 - or just stop by Briggs 212