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-corp.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)

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 Or Call: 313-993-2003 - or just stop by Briggs 212