



Coordinator of Ford Community Corps Partnership (FCCP) at Detroit Mercy

Job Overview:

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

Possible Additional Roles:

Serve as administrative support for ILS 25th Anniversary Celebration, Advisory Board/Curriculum of Service sub-committee, and other office affairs, as needed.

Reports to:

Director of Service-Learning at *Institute for Leadership and Service (ILS)*.

Responsibilities:

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.

Communication

- Communicates with co-directors, faculty, student leaders, Ford representatives, and Detroit Mercy 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.

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 and faculty partners
- Process reimbursements for FCCP activities
- Manage budget allocations
- Track expenses and process tuition remission for LEAD 2000 and LEAD 4000 courses

Event Planning

- Reserve rooms for events/meetings.

- Shop for supplies and submit catering orders.
- Communicate with students, faculty, staff and FCCP representatives to get their availability for events/meetings.
- Create and/or update necessary documents for events/meetings.

Other

- Update Ford Community Corps website content as needed
- Investigate possible Service-Learning partnerships 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.

Desired 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 three, non-consecutive days from the start of the Fall semester through May 28, 2021. (Some flexibility possible to accommodate internships starting in May 2021.)
- See SIOP Competency Matrix for additional details.

If interested:

- Please email your resume to TheInstitute@udmercy.edu, or
- Call: 313-993-2003 – or
- See posting on PurpleBriefcase.com