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

Non-work-study position – 20 hours per week – Aug 29, 2022 – May 26, 2023

Additional Hours Possible if Candidate has work-study funding available – Work can be done remotely

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

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

Specific Roles and 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, faculty partners, 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.

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

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, online survey tools)
- Skills in data analyses (quantitative and qualitative).

Other: Student must be available for office hours during the work week over three, 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 hipskijt@udmercy.edu Or Call: 313-993-2003 – or just stop by Briggs 212