

# **CORNELL COLLEGE JOB DESCRIPTION**

**JOB TITLE:** Education Coordinator – Elementary School  
**DEPARTMENT:** Student Life  
**REPORTS TO:** Civic Engagement Coordinator  
**WAGE:** \$7.25 per hour

**OFFICE:** Civic Engagement  
**DIVISION:** Student Affairs  
**TERM:** Academic year

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## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Serve as a service liaison between Cornell College and Washington Elementary School
2. Coordinate the Lunch Buddies Program
  - a. Generate publicity materials for the program
  - b. Recruit Cornell and Washington Elementary students to be involved
  - c. Train Cornell students on college and Elementary School policies and procedures as well as techniques for appropriate and effective mentoring
  - d. Match college buddies with elementary students
  - e. Prepare and lead regular Lunch Buddy group activities
  - f. Serve as a liaison between Lunch Buddies, elementary students and their parents, the elementary school, and the Office of Civic Engagement
3. Attend bi-weekly staff meetings
4. Meet with the Coordinator of Civic Engagement one-on-one 1-2 times each block
5. Assist in the marketing and promotion of the Office of Civic Engagement
6. Coordinate activities with other members of the staff and work as a team to achieve the goals of the Office of Civic Engagement
7. Assist with other projects and duties as assigned

## **REQUIREMENTS:**

Interest in service and in coordination of service programs; interest in working with youth; positive attitude; willingness to be flexible and to adapt to change quickly; strong written and oral communication skills; basic computer skills

## **EXPECTATIONS:**

You will have an \$800-\$1000/year college work-study award with the Office of Civic Engagement. This position requires a federal work study award. This will allow for 4-5 work hours each week for the first three weeks of the block. The Coordinator is encouraged to check in at the office regularly and is expected to work at least 2 hours in the office each week during the first three weeks of the block. A professional attitude, appearance and demeanor must be maintained when in the office. Confidentiality is expected in all matters containing sensitive information.

Beyond the specifically detailed description of duties, the coordinator is asked to work on basic office tasks, including running errands, copying, typing, and cleaning areas.