

CORNELL COLLEGE

JOB DESCRIPTION

JOB TITLE: Colleges Against Cancer Co-Coordinator
DEPARTMENT: Student Life
REPORTS TO: Civic Engagement Coordinator
WAGE: \$7.25 per hour

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

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Work with other co-coordinator to organize the details of the Relay for Life event
 - a. Supervise Relay for Life committees, which could include, but are not limited to: Sponsorship, Team Recruitment, Publicity, Survivorship, Logistics, Entertainment, and any other committees deemed necessary
 - b. Recruit students to be involved in Relay for Life both in the leadership and planning of the event and as participants
 - c. Coordinate and organize lead-up events for Relay for Life, including, but not limited to the Kick-Off and Bank Night
 - d. Publicize Relay for Life events and fundraisers to the campus and local community
 - e. Coordinate regular meetings with representatives of the American Cancer Society and appropriate Civic Engagement staff
2. Plan additional programs and activities related to the mission of ACS throughout the year
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; 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.