

## **Rhodes Student Associate Program: Job Description**

### **Chaplains Office**

**Position Summary:** Work with Rhodes Chaplain and Community Service staff to carry out research and implementation of service projects, which enhance student opportunities for learning and serving in Memphis. Responsibilities will include special events planning, community based research on local non-profits, and developing linkages with faculty and community leaders for outreach and service-based learning.

**Student/Associate Rewards:** The associate will benefit by developing leadership and organizational skills in events planning and knowledge of Memphis urban issues and nonprofit social services. The position will help to further develop skills in marketing, organizing, and community based outreach and research. The Associate will have the opportunity to work closely with professional staff in developing partnerships with local and national non-profit agencies. Additionally, the Student Associate will play an integral role in writing and developing publications related to Rhodes' community service partnerships and serving as part of a staff team in the Chaplaincy and Community Service Office.

#### **Responsibilities:**

- As a part of a collaborative effort of Chaplain's Office with many other departments and organizations, take lead role in planning and implementing major campus wide projects and special events with the Memphis community, such as Habitat for Humanity build, S.A.C.K. Fair, Martin Luther King Junior Essay Contest, the Gandhi Nonviolence Conference, Memphis Multi-faith Peace Celebration, Rites to Play Community Carnival, and other Campus-community events.
- Serve as a liaison between the Kinney Program and Chaplain's Office/Community Serve Office
- Act as a resource to students and/or student groups who wish to be involved in Community Service and/or Religious Life
- Attend campus outreach activities (Religious Life Orientation, Open House etc.) to represent Community Service/Religious Life.

#### **Position Requirements:**

- Experience with Chaplain/Kinney programs and initiatives, and some familiarity with nonprofit agencies in Memphis
- Strong written and oral communication skills
- Self-disciplined in time management and completing complex projects
- Detail orientated, particularly in event planning
- Interest and high level motivation for service and community engagement

**Supervisor and Mentor:** Tiffany Merritt, Community Service Director

**Hours:** 10-15hrs/week. The position is project oriented, requiring some evenings and weekends. Responsibilities will require that some time be spent off campus and in the Memphis Community.