

**Service-Learning Colleague Position Description**

The Service-Learning Colleague will be responsible for communication between the community partner(s), The Center for Community Engagement and Service-Learning (CCESL), and the faculty member. The Colleague’s ability to serve as a liaison is key to ensuring students have a successful service-learning experience.

Service-Learning Colleagues:

* Provide support and guidance for students in the class:
  + Support them in making connections with their site partners
  + Discuss their service-learning experience: what they’ve learned, If and how they’ve changed, how their experience connects with discussions in the course,
  + Encourage them to talk directly to the professor about their experience
  + Discuss any issues they might be having and how they can be handled communicate with CCESL and/or the professor about these issues
  + Assist them in making their experience more meaningful
* Assist with paperwork distribution and collection:
  + Service-learning contract
  + Service-learning hours log
* Host three outside-of-class reflection sessions
  + Help students think about service-learning experience: what it means to the agency, what it entails, who it affects, etc.
  + Communicate with CCESL about any issues and share attendance with faculty member
* Establish one workshop as appropriate for the class, ie:
  + resume-writing workshop (through Career Services)
  + a discussion about inclusivity
  + a community partner panel
* Potential: collect submissions for national/international service-learning publications as an opportunity for students to gain publishing opportunities