

**2012-2013 Student Community Service Office Coordinator Position Description  
EIU Student Community Service**

Contract: 12 Month, mid – May – mid - May  
Hours/Week: 19 ½ hours a week

**Assist Director of Student Community Service with Comprehensive Community Communication**

- Develop a comprehensive community communication approach utilizing electronic, written and other forms of marketing and public relations methods for, but not limited to
  - Student Community Service Volunteer Activities
  - Good Neighbor Initiatives
  - Special Events
- Develop a unified departmental marketing identity concept for written and electronic marketing means (theme, style, etc)
- Attend various marketing/tabling events for promotion purposes
- Develop and implement promotional materials for, but not limited to:
  - Student Community Service Volunteer Activities
  - Good Neighbor Initiatives
  - Special Events
- Develop a library of images/graphics to be used within marketing tools

**Oversee Design, Update and Maintain various Student Community Service Pages**

- Oversee design, update and maintain Student Community Service site ([www.eiu.edu/volunteer](http://www.eiu.edu/volunteer))
- Oversee design, update and maintain sub-department sites including Good Neighbors
- Oversee transfer files to PDF format, upload to server, and develop appropriate links
- Oversee that links maintained are active and up to date
- Oversee design, update and maintain web-based calendar of events
- Oversee various online surveys through the Student Community Service site
- Attend seminars on enhancing technology and communication to benefit Student Community Service

**Assist Director of Student Community Service with Event Planning/Implementation**

- Represent Student Community Service at various planning meetings
- Brainstorm potential service projects and special events
- Work with local businesses to encourage donations and sponsorship for various events
- Assist with technical planning of event including resource allocation
- Assist with special events implementation including day-of supervision
- Run weekly/monthly events independently

**Oversee and manage various tracking/inventory systems in place**

- Do mass inventory of supplies twice a year
- Track and manage amount of product produced by Student Community Service
- Manage historical pieces and photo evidence of Student Community Service
- Support tracking methods of volunteers hours and volunteers

**Perform outreach and connect to various registered student organizations on behalf of Student community service**

**Perform outreach and connect to various non-profits**

- Look for new opportunities for direct service

**Serve as an information resource to campus and community concerning Student Community Service Office Services, Programs**

**Serve as a liaison between Eastern Illinois University and related on and off campus office and agencies.**

**Other duties as assigned.**

**For additional information on how to apply for this graduate assistantship, please visit or contact:**

**Rachel Z. Fisher, Interim Director**

Student Community Service

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