

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Student Volunteer Center (Newman Center)
POSITION: Volunteer and Office Assistant
SUPERVISOR(S): Doris Nordin
PURPOSE / ROLE: Assist with the Volunteer Center Programs.
QUALIFICATIONS: [Click or tap here to enter text.](#)
ACADEMIC YEAR: 2022/2023
CONTRACT DATE: August 22, 2022 through May 05, 2023
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

At the Newman Student Volunteer Center, the student worker will be supporting the work done by staff and volunteers in the different programs sponsored by the Newman Center. Among their responsibilities are: a) updating contact lists, b) building reports, c) designing and posting fliers around campus, d) tabling and promoting the SVC, e) doing office work (answering the phone sending emails); f) keeping inventories updated, g) being in charge of an specific project, h) providing information about volunteer opportunities I) sharing new ideas to serve the EIU and Charleston community. The areas they will be serving are: After School Program (tutoring kids); Amigos & Friends (teaching ESL); Habitat for Humanity; Haiti Connection; Students for life; St. Vincent de Paul society (helping the poor); Nursing Home Visits; Hedwig Haus of Hospitality (home for women and children); Students for Peace & Justice (awareness about human rights); Alternative Spring Break (service mission trips); Newman Food Pantry; and any other new initiative to serve the EIU and Charleston community.