Service-Learning Assistant (SLA)
Job Description

Title: Service-Learning Assistant

Description: A Service-Learning Assistant is leadership position designed for a student within a service-learning section of a course. The SLA operates as the link between the classroom, the Office of Service-Learning, and the community partner by assisting in with the coordination efforts associated with the service project.

General Duties:
- Attend one mandatory two-hour orientation (see attached schedule)
- Make weekly contact with the service-learning coordinator (to be scheduled upon assignment)
- Assist faculty and coordinator with paperwork, questions, and contacts associated with the service project.
- Complete class track sheet form and turn in
- Attend the class to which you are a SLA
- Collect all service-learning evaluation forms (end of semester)
- Report issues or problems to the Service-Learning Coordinator immediately
- Make contact with community partner as outlined by the service-learning coordinator

Duties specific to the course are outlined and provided in the Service-Learning Assistant Folder.

Qualifications:
- Complete application and submit by the deadline
- Have excellent oral and written communication skills as well as organizational skills
- Minimum 2.5 grade point average
- Must be able to work independently with little supervision
- Ability to meet deadlines and manage paperwork
- Complete SLA orientation- see above
- Attend meetings as necessary with service-learning coordinator
- Positively represent MCC's service-learning program to faculty, staff, students, and the community
- Previous group facilitation experience preferred but not required
- Have previously completed a service-learning course preferred but not required

Time commitment: The amount of time needed to complete SLA responsibilities will vary throughout the semester with the beginning and the end of the semester being the busiest times. SLA's must be willing to spend as much time as necessary to complete required tasks (approximately 2 hours per week). SLA positions are for one semester.