Unit/Dept: Student Affairs/ Kimmel Student Involvement Center

Term: September 2022 – September 2023 (including summer)

Closing Date: August, 5th – Scheduling interviews as resumes are received - Don’t wait to submit!

Location: SIUE Kimmel Student Involvement Center

Requirements for AmeriCorps Qualification:

- The Member "is a citizen of the United States, a United States national, or a legal permanent resident of the United States".
- The Member "is at least 17 years of age as of the first day of service".
- The Member "has obtained a high school diploma or GED (or agrees to obtain a high school diploma or GED before using an Education Award)
- The Member must satisfactorily pass the required criminal background checks

Qualifications: Applicant is preferred to be enrolled in a Master’s program, carry a minimum of six hours of course work each semester, and maintain a GPA of 3.0 or higher. Undergraduate may be considered with strong references and GPA of 2.75 or higher. Drivers license.

Position Description:

The AmeriCorps Volunteer Coordinator position is a hybrid of two areas: AmeriCorps State/Nation & Kimmel Student Involvement Center.

This position will provide general assistance to the Community Engagement team in the Kimmel Student Involvement Center, as well as fulfill AmeriCorps duties to recruit 20-25 AmeriCorps minimum time volunteers. You will assist members in completing the required applications, enrollment paperwork, assist in securing a non-profit site and track service hours. You will also assist in with other programs within the Community Engagement team including Alternative Spring Break and Service Saturdays.
This position is similar to a Graduate Assistantship as you will receive a stipend through AmeriCorps, and an educational award upon the end of your service. The amounts are similar to a Graduate Assistantship stipend and tuition waiver. Upon completion of the 1700 service hour requirement, you will be awarded an educational award, which can go towards your school expenses.

Duties & Responsibilities:
• Track all job development activities, workshop, placements and obtained employment verification of assigned participants.
• Maintain and organized formatted working file for assigned participants.
• Maintain weekly case notes of participant’s employment or educational progress and supportive services provided.
• Assist assigned participants with the creation of a quality written resume.
• Ensure that assigned participants are involved in a minimum of 20 hours of education and training activities each week.
• Field phone calls and voicemails from participants in need of assistance
• Create and mail out intake packets for various programs
• Do follow-up contacts to participants
• Staff members are also available to answer questions as they arise.
• Perform other related duties as assigned.

Skills Required:
• computer and data entry experience helpful
• friendly personality
• excellent communication and organizational skills
• self-motivated
• demonstrate respect and confidentiality regarding those in need of services

Required Documents: Resume, Cover Letter, 2-3 References

Position Contact Information:

Contact Name: Liz Delaney, Associate Director – Student Organizations and Student Government
Email: siueserves@siue.edu

Phone: 618-650-2686

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