

# AMERICAN UNIVERSITY

## Center for Community Engagement & Service

### Freshman Service Experience (FSE) Coordinator Summer 2014

#### Coordinator Job Description:

FSE Coordinators (five in all) work as a team throughout the summer to design, plan and implement the Freshman Service Experience, a 3-day program for approximately 600 incoming students and 90 upper-classmen leaders. Their role is to identify and negotiate site placements (schools and nonprofit groups), design the opening session and evening programs, place incoming freshmen in 50 nonprofit locations throughout the DC metropolitan area, prepare leaders to work with their groups and sites, and oversee the actual program which will take place from August 19-21, 2013. This is a great leadership opportunity, as well as a way to get to know the DC metropolitan area, its socio-economic issues, distinct neighborhoods, history, and political concerns.

#### Qualifications & Background

- Demonstration of leadership, initiative, and organization
- Experience in community service or service-learning
- Event or project planning experience
- Ability to work as part of a team
- Flexibility, troubleshooting, and problem solving skills
- Ability to work with diverse communities and populations
- Previous participation in the Freshman Service Experience program as a participant or leader is valuable but not required.
- Knowledge of DC area nonprofit organizations and/or schools is also valuable but not required.

#### Application Process

- Complete the online application by January 31<sup>st</sup>
- Attend a group process interview
- Top applicants will be invited to a one on one interview
- Applicants who are applying while overseas will be eligible but must be available for a phone/SKYPE interview in February.
- Applications are due by **January 31st** and decisions will be made by **February 20<sup>th</sup>**.
- Selected applicants must notify the office of their acceptance by **February 25<sup>th</sup>**.

#### Compensation, Expectations and Benefits

- Coordinators are expected to participate in 10 hours of professional development during the Spring 2014 semester and select the 2014 FSE Leaders through a group interview process.
- Coordinators are expected to be available to work from June 2 – August 22, 2014. Hours are flexible for June and July but require about 30 hours weekly and a full-time commitment (40 hours weekly) from August 1 through August 22 when FSE ends.
- Coordinators are compensated on an hourly basis at \$11.25 per hour starting June 2<sup>nd</sup> 2014.
- All meals during the week of FSE are included.
- Being a Coordinator offers professional and skills development opportunities in database management and computing, event planning, finances, organizing group service activities, writing, public speaking, and implementing service-learning projects.
- Cultural outings and visits throughout the city and interaction with political and nonprofit leaders are also major benefits of this experience.

**Questions:** If you want additional information about the position, please contact Meg Rego at [regom@american.edu](mailto:regom@american.edu). You can also visit our website at [www.american.edu/volunteer](http://www.american.edu/volunteer) to learn more about the Center for Community Engagement & Service and its many programs.

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### Freshman Service Experience (FSE) Coordinator Summer 2013

January 1	Coordinator Applications Available
January 21 & 22	Joint OCL info sessions for summer positions
January 31	Coordinator Applications Due Online
February 3-7	Group Interviews for Coordinators
February 10-14	Individual interviews for Coordinators
February 20	Notification of Acceptance/Waitlist for Coordinators
February 25	Deadline to accept the Coordinator Position
February 24-28 (week of)	FSE New and Old Coordinator Meeting (passing the torch)
February 24	Leader Applications Posted
March 21	Leader Applications Due
March 17-21 (week of)	Coordinator Training: Interview Skills
March 24-28	FSE Leader Group Interviews <b>(Conducted by Coordinators)</b>
April	Leader Selection Meeting <b>(Coordinators)</b>
April 7	Notification of Leader Acceptance
June 2	FSE Coordinator start date
August 18	FSE Leader Training
August 29-21	FSE
August 25- August 29	10 Additional Hours; Post-FSE Close out work