Position Overview:
The Carleton College Center for Community and Civic Engagement (CCCE)’s 5th Year Education Associate supports the CCCE’s community-based work study program through providing near-peer coaching for community-based work study students, supporting their success, professional skill-building, and reflection on experience. The education associate will work closely with the student-facing staff lead and operations coordinator to support community-based work study students. Participants in this program address a range of complex social issues through their community-based placements with a focus on education. The education associate will also have the opportunity to contribute to CCCE work in other issue areas, including health and wellbeing, environmental and food systems, and peace & conflict. This position also assists the CCCE director in researching and documenting campus-wide civic and community engagement. The CCCE is committed to building student civic agency across both programs and operations, and we seek a candidate who will center students as active agents in shaping the CCCE’s work.

Essential Job Functions/Responsibilities:

- With leadership from Student Experience Manager, serve as near-peer coach community based work study students.
- Provide coaching for community-based work study students, motivating and deepening their engagement. This work requires ethical decision making and excellent interpersonal skills.
- Assist CCCE director in researching, gathering, developing, and documenting artifacts and evidence of campus-wide civic and community engagement.

Additional Job Responsibilities:
- Requires light lifting and occasional lifting of average weight objects.
- Work occurs largely in a normal office environment.

Describe Supervision Received and Exercised:
- Coaches approximately 40 student employees
- Is supervised by the Student Experience Manager

Education/Experience/Skills (supported by job duties):

Required:
- College degree (bachelor's degree)
- A demonstrated commitment to social change work via community and civic engagement and a commitment to student success, equity, and inclusion
- Excellent interpersonal and relationship building skills, including sensitivity to interpersonal dynamics and capacity to build trust among those engaged in sensitive and complex social issues
- Experience coaching, training, supervising, or supporting students
- Excellent oral and written communication skills

This is a full time, one year, temporary position open to recent graduates.

**NOTE:** This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Last date reviewed ______________________
Reviewed by (position title) _______________________________________________