

Staff Assistant Job Description
Feinstein Center for
Service Learning and Community Engagement

Job Title: Staff Assistant

Job Description*:

- Act as an ambassador for Community Engagement RWU and community-serviced based programming and activities on campus.
- Assist with coordinating department sponsored programs such as Hawks for the Holidays, Turkey Baskets, Blood Drives, voter registration and other events and programs.
- Maintain updated information on platforms such as GivePulse and Hawklink.
- Conduct referrals for students seeking to participate in service, nationally and abroad.
- Perform clerical duties such as updating event calendars and organization information, filing.
- Provide general receptionist and clerical support when needed to other departments located in the Farmhouse building.

*Students are prohibited from driving during work-study employment with the limited exception of authorized work-study driver positions.

Special Skills Needed:

- Understanding and appreciation of community service, service learning, and social justice
- Strong organizational skills
- Self-motivated
- Creative thinker
- Ability to work within a team structure
- Knowledge of Excel, Powerpoint, and other basic Office Suite programs
- Outgoing personality! ☺

Academic Major Preferred (if any): none

Starting Date: ASAP

Department Information Contact Name: Patria Komiega
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