

## Full Position Description

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### Kernodle Center for Civic Life

**Position Title:** Graduate Apprentice for the Kernodle Center for Civic Life

**Department:** [Kernodle Center for Civic Life](#)

**Brief Overview of the Department/Program:** The Kernodle Center inspires, educates, and prepares students and campus to partner with diverse communities to address local and global challenges, and gain a deeper understanding of their responsibility to actively contribute to civic life. The center serves as the convener of community-based engaged and experiential student learning opportunities in collaboration with faculty, staff, and community partners to address the common good.

**Position Description:** The Graduate Apprentice will provide leadership for co-curricular programs in the Kernodle Center for Civic Life. These programs are designed to develop the next generation of engaged citizens dedicated to partner with communities to create innovative solutions to society's most pressing challenges. The graduate apprentice position will be integrated into our professional staffing structure and provide the opportunity to co-advise our student organization *Elon Volunteers!*, provide leadership for events, co-advise our Service Living and Learning Community, and support Kernodle Center strategic initiatives. The hours for this position will primarily occur during typical work hours. There will be occasional weekend or evening commitments a few times throughout the academic year. Work-related travel is limited and mainly will occur within Alamance County. Specific position responsibilities include:

- Advise Health and Wellness and Animal Rights *Elon Volunteers!* social issue clusters, which consist of multiple student coordinators who implement programs and foster community partnerships within each cluster. Specific responsibilities include:
  - Meet regularly with student coordinators to provide planning support, mentorship, and support for their personal and professional development
  - Work with student coordinators to identify ongoing opportunities where *Elon* students can volunteer to make a positive impact
  - Work with student coordinators to market programs and recruit volunteers
  - Mentor student leaders and support their leadership development
  - Attend *Elon Volunteers!* student trainings and major events as schedule permits
- Co-advise Alternative Break program, which consists of 1-2 student directors and numerous student coordinators who facilitate impactful off-campus service experiences during fall and spring break
  - Meet regularly with student directors to provide planning support, mentorship, and support for their personal and professional development
  - Lead planning and support for student participants
  - Support all aspects of the alternative break program, including but not limited to coordinator mentorship, program guidance, and resource development
  - If course schedule allows, serve as teaching assistant for Alternative Breaks Fall coordinator 1 credit prep course that meets once a week for 1 hour
  - Develop and implement lesson plans for prep course sessions on topics such as infusing social justice and conversations about sustainable service into program development

- Conduct best practices research and brainstorm strategies with Assistant Director in order to increase program access and improve marketing strategies
- Support major program events including volunteer preparation meetings and re-orientation events
- Oversee one-time opportunities and service events designed to connect the broader student body with the Kernodle Center. Specific responsibilities include:
  - Advise student Service Ambassador team, specifically as it relates to coordination of one-time events and opportunities
  - Coordinate fall Get on the Bus Program and spring Service Saturday program
  - Coordinate and/or support coordination of events including Blood Drives, Fall Day of Service, MLK Day of Service, Special Olympics games, and Spring Day of Service
  - Coordinate student Service Ambassador Elon 101 training and presentations
- Co-advise the residential first-year student Service Living and Learning Community (Service LLC). Specific responsibilities include:
  - Co-advise 1-2 student coordinators who provide peer leadership for Service LLC
  - Create and facilitate ideas to connect residents to LLC theme
  - Foster community-building for LLC residents
  - Supporting planning of Service LLC retreats
  - Participate in some floor activities including service projects and social events
- Serve as co-supervisor for Leaders in Collaborative Service (LINCS) Program. Supervise 2-3 student coordinators who facilitate community partnerships.
  - Co-lead LINCS team monthly meetings
  - Develop resources and support professional development for student coordinators
  - Work with Associate Director to deepen the LINCS program
- Other Responsibilities
  - Lead or support other Kernodle Center priorities in office strategic plan
  - Meet weekly with supervisor to receive guidance on work and reflect on learning
  - Complete end of semester evaluations focusing on future areas for growth and learning
  - Attend weekly Kernodle Center staff meetings and semester retreats
  - Participate in institutional divisional, or departmental workgroups/committees as interested
- Other duties as assigned by the Assistant Directors, Associate Directors, and/or Assistant Dean/Director of the Kernodle Center

**Professional Development:** Elon is fortunate to host [North Carolina Campus Engagement](#) and the Kernodle Center regularly takes advantage of their opportunities. North Carolina Campus Engagement is a collaborative network of college and universities in the state committed to educating students for civic and social responsibility, partnering communities for positive change, and strengthening democracy. The Apprentice will be encouraged to attend conferences, networking events, and other opportunities hosted by North Carolina Campus Engagement.

The Graduate Apprentice will write a professional development plan (PDP) during the first semester. With support from their supervisor, the apprentice will revise the PDP each semester, and utilize the

plan to establish connections between coursework, career goals, and professional engagement opportunities. In the first year, the Kernodle Center for Civic Life will provide the apprentice with access to \$750 (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities. During the second year, the MHE program will provide the graduate apprentice with \$1250 in professional development funding (subject to budget approval). During both years of the program, the Kernodle Center for Civic Life will provide the apprentice with membership in one professional association.