

Excellent exposure to many aspects of the Service Learning Program, including training in many areas.  
Looks very good on resume!

Work can be done from home or other remote site or from the Institute Office

### Position tasks include

- x Data entry and maintenance of Service Learning Information Pre-Post Evals, Service Learning Data

those who are interested in broadening their skill base with software packages especially MS Access and MS Excel

- x Social Media posts
- x Phone calls to Service Agencies requiring re: service opportunities
- x Tabulating/Summarizing evaluations

-study funding

- x Must be able to commit to working the entire school year to April 30, 2022

### Required Skills:

- x Accuracy and dependability with information
- x Good communication skills
- x Basic Knowledge of MS Office

### Desirable Skills:

- x In