



IRWIN W. STEANS CENTER

FOR COMMUNITY-BASED SERVICE LEARNING & COMMUNITY SERVICE STUDIES

EGAN OFFICE OF URBAN EDUCATION AND COMMUNITY PARTNERSHIPS

Title:	Site Coordinator
Campus:	Lincoln Park/Off-Campus
Starting Salary:	\$14.00
Weekly Hours:	25
Schedule:	Mostly daytime hours, but must be flexible and willing to work some weekend and evening hours as classwork allows
Position Starts:	Immediately through June 2016 (no work over summer break)

About the Steans Center: The Steans Center develops mutually beneficial relationships with schools and community organizations to engage DePaul students, staff and faculty in opportunities grounded in the Vincentian values of respect for human dignity and the quest for social justice.

About the Catholic Schools Partnerships and Internships: Catholic Schools Partnerships (CSP) is housed in the Monsignor John J. Egan Office of Urban Education and Community Partnerships (UECP) at the Steans Center as part of our school-based partnerships programs. Drawing on Egan UECP's long history of promoting social justice and its deep reach into Chicago neighborhoods and schools, CSP seeks to further connect our Catholic schools to community and university partners and resources.

A key component of CSP is the Catholic Schools Internships (CSI) program. CSI is a community service work-study program that allows DePaul University students to serve in Chicago's most under-resourced Catholic schools providing classroom assistance, tutoring, mentoring, and supplemental enrichment activities. In the tradition of Monsignor Egan, CSI student employees also learn about issues that impact communities and engage directly in action research, planning and programming aimed at addressing critical urban problems, alleviating poverty, and promoting social justice.

POSITION SUMMARY:

The CSI Site Coordinator has three primary roles: (1) serve as a liaison connecting our school partners with University and community resources; (2) support the work and learning of a team of DePaul students who work within the schools; and (3) assist in planning, monitoring and implementing various program components and projects.

PRIMARY RESPONSIBILITIES:**I. Partnership Facilitation (8-10 hours): In collaboration with school and community partners,**

- a. Develop and maintain strong relationships with principals, teachers, students, parents and school staff, through on-site participation and timely communication, in order to effectively learn about your assigned school's strengths and needs.
- b. Ensure that all of the components of our work are carried out in a respectful, reciprocal, sustainable and highly professional manner that adds value and addresses real school and community needs.
- c. Create opportunities for inclusive participation of all stakeholders in planning, decision-making, implementation, monitoring, and evaluation of partnerships, programs and projects.
- d. Ensure that community and school constituents are driving community-building efforts by setting their own goals and priorities and directing the processes involved.
- e. Implement asset-mapping strategies and develop historical and contemporary research in order to better understand the unique assets and needs of your assigned school and community.
- f. Develop a strong knowledge of community and University assets and resources in order to assess the possibilities of partnerships with your assigned schools.
- g. Other duties as needed or assigned.

II. Support for Team of Tutor-Mentors (8-10 hours):

- a. Manage the relationships among school staff and administration, CSI tutor-mentors, community partners, and CSP and other DePaul staff through excellent communication, problem-solving and attention to the needs of all stakeholders.
- b. Serve as the on-site supervisor for CSI tutor-mentors and reinforce high levels of professionalism and excellence in tutoring and mentoring through coaching, team meetings and trainings.
- c. Attend all CSI program meetings including weekly site coordinator meetings, weekly tutor meetings and ad hoc meetings as needed.
- d. Plan and facilitate weekly team meetings of CSI tutor-mentors for the purposes of community-building, knowledge and resource sharing, and mutual support.
- e. Assist in developing trainings and other learning opportunities for CSI tutor-mentors on the social, cultural, political, racial and economic issues at the root of inequality and injustice in education and communities.
- f. In collaboration with the CSI Program Assistant, support students in balancing work, study and other responsibilities and intervene with information and referrals to additional resources whenever necessary.
- g. Maintain administrative policies and procedures as needed including assisting with attendance monitoring, performance assessment and implementation of student employee disciplinary procedures.
- h. Assist with on campus student recruitment, hiring and onboarding activities as needed.
- i. Other duties as needed or assigned.

III. Program Planning and Development (5-9 hours):

- a. Communicate effectively with UECP directors and staff, and share program updates on progress, successes and challenges in your work.
- b. Maintain accurate and current documentation of your work and progress towards goals as well as challenges encountered.
- c. Contribute to data gathering and reporting to funders, University administration, external review groups, and other stakeholders.
- d. Attend weekly UECP staff meetings and ad hoc meetings as needed.
- e. Participate in UECP team efforts to facilitate community-building, knowledge and resource sharing, and mutual support.
- f. Participate in and contribute to the development of trainings, presentations and other learning opportunities for UECP staff to remain well-informed of the social, cultural, political, racial and economic issues and trends that impact our work with our school partners and communities.
- g. Support other UECP programs and staff whenever possible.
- h. Contribute to ongoing program planning, assessment and development including strategic planning.
- i. Contribute to expanding documentation, ongoing reporting, scholarship and publicity about our school-based efforts, UECP and the Steans Center.
- j. Serve on special committees or task forces to accomplish short terms goals, initiate new projects and other needs.
- k. Other duties as needed or assigned.

QUALIFICATIONS/REQUIREMENTS:

- a. ***Must be federal work-study eligible.*** Please contact DePaul Central to make sure you are eligible.
- b. ***Graduate student with graduate level work in education and/or social justice related field strongly preferred.***
- c. Demonstrated knowledge of and commitment to equity and social justice in schools and/or community contexts.
- d. Must be able to work well both independently and as a team member.
- e. Evidence of excellent written and verbal communication skills, problem-solving skills and interpersonal skills.
- f. Demonstrated evidence of flexibility, creativity and overall professional demeanor including timeliness, organizational skills, excellent attendance and follow-through.
- g. Experience working with people of diverse backgrounds.
- h. Experience working with schools and/or community-based organizations.
- i. Experience working with, leading, or supervising college students preferred.
- j. Experience with tutoring, literacy, community-building, program development and/or child development preferred.
- k. Current driver's license and willingness to drive a personal vehicle and/or a University van preferred.
- l. Must be willing to use public transportation as necessary.
- m. Flexible work schedule preferred.