

DEAN OF STUDENTS OFFICE

Titan Student Union 235
(714) 278-3211 / FAX (714) 278-5109
www.fullerton.edu/deanofstudents

J O B A N N O U N C E M E N T

Project Director - Introducing My Culture

\$100 per month

Monday-Friday 8am-5pm

The Volunteer and Service Center is a student program office that provides quality service to the surrounding community. *Introducing My Culture* is a Volunteer and Service Center project that gives K-8 students in the community surrounding Cal State Fullerton an opportunity to experience different cultures from around the world. The successful candidate will coordinate volunteers to present at local schools.

Qualifications

Ability to communicate well both verbally and in writing. Good people skills. Basic understanding of organizational dynamics. Ability to work with diverse populations and in a team environment.

Job Description

Candidates are expected to spend 8-10 hours per week towards directing the project which includes 3 office hours. Recruit, select, train, and manage volunteers who will be giving presentations at local schools. Develop all materials and publications relevant to the project in coordination with Publicity Director. Attend Volunteer and Service Center retreat, weekly Volunteer and Service Center meetings, and regular meetings with the Volunteer and Service Center advisor. Implement an evaluation program for teachers, volunteers and students. Complete an end of the semester report. Coordinate three presentations per month. Serve as liaison to presentation sites, the Office of International Education and Exchange, and other appropriate programs and agencies. Candidates must maintain at least a 2.0 grade point average.

Contact

Sabrina Sanders

Acting Coordinator for Service Learning Programs

Dean of Students Office

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