

**Personal Recommendation**

**Please read this job description with \_\_\_\_\_ in mind. If you believe the student is capable of performing well within this description, then please sign your name at the bottom of this page in the area specified.**

**Thank you! –Student Development Team**

**Community Service**–Serves alongside the Director of Student Activities, as a member of the Student Government team, to create/implement/coordinate Community Service opportunities for the NCRC student body. The Community Service Representative can be expected to work in the following area:

1. Coordinate with all departments on campus (staff and faculty) that require community service hours for students so that opportunities can be better understood, advertised, and supported; and connect students to these opportunities.
2. Create, advertise, and implement new opportunities for community service through the office of Student Government. Under the direction of the Director, build relationships with service partners in the community (I.E. Nyack Center, Spring Valley Salvation Army)
3. Develop a 4 year community service track that can be added to the diploma for graduating NCRC students. This will overlap with Academic Affairs.
4. Take a key role in development and implementation of the Launch program each semester.

The goal is for Nyack College students to be able to participate in fulfilling and transformative community service opportunities throughout all 4 years of their time at Nyack College Rockland Campus. A program must be designed and implemented in order to partner with the different departments on campus.

**Necessary Requirements**

1. Maintain a 2.5 GPA
2. Ability to manage a team of students
3. A positive attitude toward Nyack College programs, policies, and population
4. Desire to work on behalf of other people in sometimes stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
5. Teachable attitude and willingness to be trained to best accomplish any task given by the Director of Student Activities.
6. Email, Internet and Microsoft Word proficient (Required to check email on a daily basis.
  1. Attend the following meetings:
    - a. Weekly 1-on-1 with Director of Student Activities
    - b. Weekly check in with club leaders (15 minutes)
    - c. Monthly all campus leadership meetings
  2. Participate in the following Leadership Initiatives
    - a. Leadership Week
    - b. Launch Program
    - c. Admission Visit Programs

Able to fill weekly office hour requirements (3)

**Print Name**

**Sign Name**

**Date**

1. _____	1. _____	_____
2. _____	2. _____	_____
3. _____	3. _____	_____
4. _____	4. _____	_____
5. _____	5. _____	_____