

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

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