SOURCE Service Scholars Programs Assistant

SOURCE is seeking a student leader who can take on the role of administrative lead for the SSS program.

**Purpose of Job:** SOURCE is the community engagement and service-learning center for the JHU health professional schools. The SOURCE Program Assistant will provide support and guidance to the SOURCE Service Scholars Program. While the position is a program assistant position, the SOURCE Service Scholars program will also require duties similar to a teaching assistant position.

**Description of Duties:**

- **Process management**
  - Assist in recruitment of student participants
  - Manage updating and implementing the application system (Qualtrics), process, and paring for 2 rounds of SSS applications
  - Design a process for managing mutable elements of the program based on a rolling process, procedure, communication, and quality improvement calendar,

- **Program administration**
  - Coordinate and support student leaders of the SOURCE Service Scholar Programs
  - Update student participants about upcoming due dates, assignments events, or opportunities that might interest them (grants, lectures, trainings)
  - Manage the hours reporting and fund request for student stipends
  - Lead and design implementation plan for quality improvements to the program and the learning management system (CoursePlus)
  - Identify resources and tools to support students development through the SSS Program and as well as modify the program administrivia process for future FWS

- **Teaching assistant**
  - Provide support for trainings of SOURCE Programs including enhancing learning tools and evaluating learning outcomes
  - Plan, facilitate and evaluate effectiveness of reflection sessions for student volunteers
  - Track completion of assignments and follow-up with any missing assignments
  - Read through and provide feedback on assignments for students
  - Facilitate online discussion for student participants on relevant topics to further engage them in conversation
  - Meet with students every term to reflect on their project progress with them
  - Update and curate the SOURCE Service Scholars CoursePlus page.
  - Support SSS student and their volunteers in reporting service activities

- **Communications & marketing**
  - Work with the Communications and Event Manager to build visibility for the program
  - Develop and organize content on SSS program to be shared via various marketing tools
  - Assist with general media and marketing of the SSS program
  - Support and assist communications to CBO preceptors

**Job Qualifications:**

- Must be proficient in Microsoft Office products (i.e. Word, PowerPoint, Excel, etc.)
- Interest in community-based public health, experience managing volunteers
- Experience and/or interest working with diverse communities
- Ability to work collaboratively with others while connecting with various student leaders and/or community members
- Manage multiple priorities effectively and possess the ability to work independently
- Experience in public health practice and/or community-based public health preferred
- Experience as a teaching assistant or in the field of education,
- Basic data analysis skills and CoursePlus skills are a plus.

To apply, email your résumé/CV and cover letter to Keilah Jacques, SOURCE Assistant Director, at keilah.jacques@jhu.edu.