

Community Engagement Fellows Program
Community Partner Recruitment Timeline
Spring 2023 Term

- **Position proposals** due December 1, 2022. Proposal form is available for download on the CEF website or by request; this form includes a job description and simple statement of need as well as logistical questions.
- **Proposal acceptances** will be returned by December 15, 2022; CCLA staff will confirm interview availability.
- **Work Study Agreements** are due by January 15th. (Agreement is available for download on CEF website or by request.)
- **Student applications** will be due February 1st, 2023 and available for community organization supervisor review on February 2nd.
- **Interviews** will take place February 7-9; interviews may take place at organization offices, on campus at CCLA, or via zoom.
- **Organization hiring preferences** will be due at noon on Friday, February 10th; and student placement preferences are due on February 9th.
- **Hiring offers** will be made early the week of February 13th. Host site supervisors are consulted prior to any offers being made.
- **Students will start work** by February 15th, pending hire paperwork completion.

Questions about the process? [Contact Laura Megivern](#), Director of Community Engagement at the Center for Civic Learning & Action, and set up a time to talk!