



CENTER FOR CIVIC LEARNING & ACTION

The Center for Civic Learning and Action 2025-2026 Position Descriptions

The Center for Civic Learning and Action (CCLA) seeks students to fill several positions in fall and spring of 2025-2026. These positions will contribute to a wide range of curricular and co-curricular programs and create several new initiatives.

What is the Center for Civic Learning and Action?

Our mission is to develop ethical civic leaders who collaborate in the pursuit of just and resilient communities. Founded in 2019, We collaborate with community members, faculty, staff, and students on a variety of community engagement and civic learning initiatives.

What Are the Expectations?

All selected students must:

- Prioritize CCLA as the sole student employment position; exceptions must be approved by the staff supervisor.
- Work 8-10 hours per week (average, varies by position) in an assigned program; weekend and evening hours will be required.
- Attend weekly leadership meetings (**generally, biweekly on Tuesdays 12-1:00 pm**)
- Participate in CCLA Student Leadership Team Retreat, Saturday September 6 (all day) and Sunday September 7 (all day)
- Contribute to CCLA's overall mission and programs
- Model ethical, engaged leadership both on- and off-campus
- Fulfill additional duties as assigned

Who should apply?

Our student leadership team consists of students committed to community engagement with an interest in deepening their leadership capacity. Students selected to join the CCLA team will be self-motivated, open-minded, committed, engaged, and passionate about community service and social justice. We value a diverse team, and we welcome applications from all rising sophomores, juniors, and seniors from any academic program. *Federal Work Study (FWS) students will be prioritized based on our funding sources. If you are unsure about your FWS status, please reach out to the Financial Aid Office (finaid@dickinson.edu) to confirm.*

What are students' wages?

Students who join the CCLA team for the first time start at \$9.85/hour. Returning CCLA staff get a wage increase of \$0.15 per year--\$10/hour for their second year, \$10.15 for their third year, and so forth. These are subject to funding changes at the start of AY25-26, which would only increase rates.

What Is the Process for Applicants?

To apply, complete the [online application here](#) including an upload of your resume (PDF format preferred).

Applications and Resumes are due by Midnight ET on Sunday, March 23rd. We will hold individual interviews with candidates between 3/24/25 - 4/4/25. Borough Ambassador and Voter Engagement finalist interviews will take place in early to mid-April.

If you have questions about the application or these positions, contact us at engage@dickinson.edu

CCLA Student Leader Position Descriptions

All student team members provide vital support to CCLA's overall portfolio of programs, and each person holds a specific leadership position connected to a program or function (see below). Team members will also support special event-related and/or community-driven projects.

Campus and Community Outreach Coordinator

This role is a new addition to the CCLA student leader team, who is responsible for organizing campus and community initiatives, including Days of Service. This leader would coordinate a new campus-wide model for service piloted in Spring 2025, which trains leaders from various student organizations to organize their own learning-focused Days of Service. They would also have much creative freedom in developing new programs to increase community-building efforts, including "living room conversations," campus-wide awareness campaigns or drives, or book/activity clubs to increase participation. The successful candidate should be interested in developing leadership skills that encourage decision-making, empowerment of others, teamwork, and addressing community needs. In your cover letter, share some of your own ideas for how to hope to boost service engagement and participation on campus.

Specific responsibilities may include:

- Establishing and maintaining systems to liaise with community partners for volunteer opportunities
- Establishing and maintaining systems to gather interest from student organizations interested in becoming more involved in local service opportunities
- Design and train student leaders on effective Day of Service event management and facilitation, which includes facilitating workshops and designing educational content
- Organizing creative community-building events or programs including service and logistical details, with much room for imaginative thinking
- Supporting campus and community outreach efforts – raising awareness about service on campus, hosting volunteer recruitment events such as tabling or fairs, and meeting with key partners in Campus Life, Athletics, and Community Partners
- Recognizing and celebrating volunteer site leaders and volunteers

Qualifications: Experience with community service, ability to work with a diverse group of people, and organizational skills required. Previous experience with local service programs and/or Day of Service or Service Trips preferred. *Note: Driving to Day of Service sites will be in a Dickinson vehicle, current van certification or eligibility to become certified is helpful in this position.*

Carlisle Borough Student Ambassador

The Student Ambassador is a non-voting member of Carlisle Borough Council who serves as a representative voice for students on council. The goals of this position are to connect Dickinson College students with Carlisle and to further strengthen the relationship between the college and the community. This is a unique opportunity for the successful candidate to be involved in local government and public service. In your cover letter, share a few examples of ways you've engaged with the local Carlisle community (or how you hope to) and any ideas for your potential special project.

Specific responsibilities include:

- Meeting with Borough Council mentor and Borough Manager to develop a special project to benefit the college and community
- Attending and reporting on monthly council meetings and workshops
- Serving as a liaison to the Dickinson President's Office, CCLA, and the Student Senate

- Preparing periodic summary reports and written reflections for distribution to the campus community
- Preparing for monthly council meetings and staying informed on campus and community policies and issues

Qualifications: Rising sophomores, juniors and seniors are encouraged to apply. Student must possess a high level of maturity, an ability to work independently, strong verbal and written communication skills, and an interest in local government.

Note: the hiring process for this position will require additional interviews with Borough and President's office staff.

Community Engagement Fellows Program Coordinator

Please note: This position is eligible only for CEFs in their second year and beyond or who have graduated from the program, and it will also include a nomination process (including self-nominations).

This student serves in a crucial leadership role of the Community Engagement Fellows (CEF) program, working collaboratively with the CEF Program Director to manage recruitment and selection of a new CEF cohort each year, the CEF training and enrichment program, overarching program administration, and hallmark activities of the program (e.g. orientation, academic connections). This is a specialized position designed for a current CEF/CEF alumni(a/us), looking to transition from a community-based placement to a primary CEF program leadership role (8-10 hours/wk) or take on additional leadership responsibilities beyond their service placement (2-4 hours/wk). In your cover letter, consider offering a few ideas about the CEF program you'd like to spearhead.

Specific responsibilities include:

- Meeting regularly with the CEF Program Director to work collaboratively on CEF projects/management
- Recruiting and training a new cohort of Community Engagement Fellows, including new CEF application review, interviews, and orientation
- Designing and facilitating bi-weekly leadership meetings with CEFs and CCLA staff
- Hosting one 1:1 check-in's with each CEF each semester
- Organizing creative, community-building activities for CEFs throughout the year with student input and support
- Building new initiatives for the CEF program, which is growing in size, to deepen engagement from year to year. Examples include organizing an Exchange with another service program or preparing a presentation proposal for community-based conference
- Raising awareness about CEF and CCLA through the CCLA newsletter, social media, and other campus-wide initiatives/events throughout the year

Qualifications: Must have completed at least two semesters of the Community Engagement Fellows Program prior to entering this position. Must be organized, demonstrate a commitment to the program, showcase leadership abilities, and be able to work effectively as a part of a small team and independently.

Marketing & Communications Coordinator

Works on communications, marketing, and social media campaigns. Under the mentorship of a CCLA staff member, manages multiple social media; designs and implements high-impact graphic and written materials; produces print, digital, and video content; and implements creative marketing to increase awareness of and participation in a variety of CCLA programs and events. In your cover letter, it would be helpful to provide links or examples of digital content you've created to showcase your

skills, as well as offer ideas for how you would like to boost CCLA visibility and participation through marketing campaigns/efforts.

Specific responsibilities include:

- Leading the management of all CCLA social media outlets (Facebook, Twitter, and Instagram)
- Attending and taking photos/video at CCLA events; conducting and transcribing interviews; writing stories and profiles to elevate visibility of community engagement at Dickinson
- Creating visually appealing and informative print and digital content to promote CCLA programs and events
- Managing a digital photo archive
- Raising the level of awareness of community service on campus through creative outreach campaigns of their own design
- Assisting with production of the CCLA newsletter and coordinating communication with college and community resources
- Communicating with community partners, program leaders, and campus administrative offices to ensure adherence to legal, policy, and ethical standards
- Supporting CCLA staff with a variety of administrative and professional tasks

Qualifications: Experience with social media and digital content creation preferred. Experience with video production, and photography desired. Should be both creative and detail-oriented with strong writing skills. Must be comfortable meeting deadlines in a fast-paced environment. Please submit 1-2 examples of work relevant to the skills required for this position with the resume.

Service Trip Coordinator

Works as a team to coordinate 3-4 service trips, working with volunteer trip leaders. Works creatively to increase and support service participation, especially by targeting first-year students and other groups. The successful candidates should be interested in developing leadership skills that encourage decision-making, empowerment of others, teamwork, and addressing community needs. In your cover letter, it would be helpful to describe any service trips you've participated in and your approach to organizing these kinds of experiences for other students.

Specific responsibilities may include:

- Organizing Service Trips including service and logistical details, recruitment and training of trip leaders, fundraising, and recruitment of participants
- Supporting volunteer recruitment – raising awareness about service on campus, hosting volunteer recruitment events such as tabling or fairs, and getting new volunteers connected with service programs of interest
- Managing a program budget
- Training volunteer trip leaders in the fall and spring semesters
- Recognizing and celebrating volunteer trip leaders and volunteers
- Recruiting and hiring volunteer trip leaders for the next year (and as needed throughout the year)
- Working as a team to support service events such as days of service and service trips; this can include volunteer leader training, logistical arrangements, and supporting teams doing fundraising

Qualifications: Experience with community service, ability to work with a diverse group of people, and organizational skills required. Previous experience with local service programs and/or Service Trips preferred. *Note: current van certification or eligibility to become certified is helpful in this position.*

Student Dialogue Associate

Works alongside faculty to incorporate and facilitate dialogues in the classroom setting. With assistance from the Dialogist in Residence, the Dialogue Associates will aid faculty in understanding the importance of dialogue, how incorporating dialogue into the classroom can allow students to gain a

greater understanding of the material and will be placing dialogic tools into the hands of the broader Dickinson community. In your cover letter, you can offer a few preliminary ideas for potential Dialogues you would be interested in hosting and why.

Specific responsibilities may include:

- Meeting regularly with assigned faculty and the Dialogist in Residence
- Designing and facilitating dialogues for assigned courses
- Completing an evaluation process and dialogue report for each dialogue
- Debrief with assigned faculty and Dialogist in Residence on how future dialogues can be improved
- Be available to meet with, design, and facilitate dialogues for student groups on campus

Voter Engagement Coordinator

Develops and leads campaigns and events to increase voter engagement at Dickinson College. In coordination with Dickinson Votes, the coordinator serves the campus by enhancing nonpartisan efforts related to voter education, voter registration, and voter turnout. Serves as a primary point of contact for community, regional, state, and national voter engagement networks and initiatives. In your cover letter, it would be helpful for you to share your experience with voter efforts and democratic/electoral participation, as well as any ideas you have to boost engagement.

Specific responsibilities may include:

- Designing and planning events to engage campus constituents in all aspects of voting throughout the year
- Coordinating Dickinson's participation in regional and national voter registration and education events, competitions, and campaigns
- Disseminating accurate and timely information about local, state, and national elections, registration deadlines, and voting procedures
- Coordinating the development, assessment, monitoring, and reporting related to Dickinson's Voter Engagement Plan and Voter Friendly Campus initiatives
- Serving as a key member of the Dickinson Votes initiative and resource for faculty, staff, students, and student organizations regarding voting

Qualifications: Knowledge of voter registration processes or willingness to learn. Strong communications skills and experience with social media desired. Attention to detail and ability to plan and execute events.

Note: the hiring process for this position will require additional interviews with Dickinson Votes leadership team members.