



CENTER FOR CIVIC LEARNING & ACTION

The Center for Civic Learning and Action 2026-2027 Position Descriptions

The Center for Civic Learning and Action (CCLA) seeks students to fill several positions in fall and spring of 2026-2027. 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.
- Attend weekly leadership meetings (**generally, biweekly on Thursdays from 12-1:00 pm**)
- Participate in CCLA Student Leadership Team Retreat, Thursday, August 27th and Friday, August 28th. Students get approval for early move in to participate in this training.
- 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 AY26-27, which would only increase rates.

What Is the Process for Applicants?

To apply, complete the application form, available in Workday, 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.

POSITIONS REQUIRING 8 TO 10 HOURS OF WORK PER WEEK; EVENING AND WEEKEND HOURS MAY BE REQUIRED:

Change Makers Student Coordinator

The Change Makers Student Coordinator would act as a leader in [CCLA's Change Makers Club](#). The club examines one social issue a semester, hosting biweekly events allowing students to engage in a variety of social change strategies. Change Makers Club partners with local non-profits who are experts on the selected social issue to learn about and participate in social change that is happening here in Carlisle. The club was piloted in Spring 2026 and is still growing its membership. This student would be responsible for helping to grow engagement and coordinate student events in collaboration with community partners. The successful candidate should be interested in developing leadership skills that encourage decision-making, logistical competency, empowerment of others, teamwork, and addressing community needs. In your cover letter, share some of your own ideas for how you hope to boost service engagement and participation on campus.

Specific responsibilities may include:

- Student recruitment and outreach to grow the Change Makers Club
- Student event support and logistics preparation
- Developing Change Makers marketing materials
- Developing social change reflection questions for fellow students
- Keeping regular communication with fellow students and community partners
- Leading multiple Change Makers events/meetings

Qualifications:

- Experience with community service/local service programs
- Ability to work with a diverse group of people on and off campus
- Organizational skills
- Effective time management
- Verbal and written communication
- Experience with or willingness to learn about event design and logistics
- A focus on collaboration and community building
- An understanding of the importance of shared goals and being an active member in the broader Carlisle community

Note: Driving to service sites will be in a Dickinson vehicle. Current van certification or eligibility to become certified is helpful in this position.

Please contact prattlu@dickinson.edu with any questions!

[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 goal of this position is 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 issues that you would like to explore or address in this role.

Specific responsibilities include:

- Attending and reporting on monthly council meetings (every second Thursday) and workshops (every first Wednesday).
- Attending and participating in [commissions and boards](#) of interest to the student
- Preparing for monthly council meetings and staying informed on campus and community policies and issues
- Serving as a liaison to the Carlisle Borough Council, Dickinson President's Office, CCLA, and the Student Senate
- In collaboration with key stakeholders, developing a special project to benefit the college and community. Previous projects have included a panel by Black and Indigenous residents on what "success" means in Carlisle, a community dialogue bringing Dickinson students and Carlisle residents together about belonging and safety, and a timeline project outlining the history of the Ambassador role.
- Preparing two summary reports (winter & spring) and written reflections for distribution to the campus community

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.

Please contact Sam Ha-DiMuzio (hadimuzs@dickinson.edu) with any questions.

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 student civic leader program (Thursday meetings), 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 alumn(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, share which commitment you are consider (full time/half time) and offer a few ideas about the CEF program you'd like to improve or spearhead, if selected.

New to this role for the 2026-2027 academic year is the opportunity to design a brand new CEF orientation, which will bring all CEFs—the new cohort and existing members—together prior to the start of the next academic year. These

student leaders will also have the opportunity to attend a national Bonner conference in the Fall and summer (prior or after your yearlong term).

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.

Please contact Sam Ha-DiMuzio (hadimuzs@dickinson.edu) with any questions.

Marketing & Communications Coordinator

Works on communications, marketing, and social media campaigns. Under the mentorship of a CCLA staff member, manages multiple social media accounts; 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 application package, please include links to 1-2 examples of digital content you've created in the past to showcase your skills. In your cover letter, please 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 (Instagram, Facebook)
- 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.

Please contact prattlu@dickinson.edu with any questions.

[Pathways Coordinator](#)

The Pathways Coordinator is a new addition to the CCLA student leader team and will support *Pathways: Taking Steps to Ethical Long-Term Service*, a developing program at the CCLA that focuses on building long-term, sustainable partnerships between campus groups and community partners. Current *Pathways* partnerships include Alpha Lambda Delta, which works with Supportive Partnerships for Youth (SPY) to provide weekly tutoring for elementary students. Another partnership is with Arts Collective, which collaborates with the Carlisle Arts and Learning Center (CALC) to support after-school art programs for elementary and middle school students. Pathways is also expanding its work with student athletes, connecting athletic teams with local community partners in ongoing service relationships. This successful candidate will help grow and sustain these kinds of partnerships by working with both student organizations and local nonprofits. This position is a good fit for a student who enjoys building relationships, organizing projects, and helping others get involved in service in a thoughtful and responsible way. In your cover letter, share ideas for student groups you would like to connect with and how you would encourage long-term, sustained engagement in service and social change.

Specific responsibilities may include:

- Reaching out to local community organizations to learn about their needs, goals, and interests.
- Connecting with campus organizations and student groups to explore how their interests and strengths align with the needs of community partners.
- Leading and facilitating orientation and reflection sessions for students, to help them understand ethical service, long-term partnerships, and the impact of their work.
- Help track the number of students involved in *Pathways*, to measure the growth and success of the program.
- Maintaining and updating CCLA's online community bulletin board.
- Helping to integrate *Pathways* into existing CCLA programs and promoting awareness of the initiative on campus.

Qualifications: Strong written and verbal communication skills; ability to work collaboratively with a diverse group of students, faculty, staff, and community partners; strong organizational skills; interest in community engagement and relationship-based service; previous experience with community service is preferred but not required.

Please contact sterlinm@dickinson.edu with any questions.

[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.

Please contact megiverl@dickinson.edu with any questions.

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

ROLES THAT CAN BE COMBINED WITH OTHER POSITIONS (2-4 HOURS/WEEK) OR ELIGIBLE FOR A FULL TIME POSITION (8-10 HOURS/WEEK)

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Please contact Sam Ha-DiMuzio (hadimuzs@dickinson.edu) with any questions or concerns.

Service Trip Leader Corps

This team helps to manage the overall program as well as leads trips; each team member serves in a Chair role in addition to co-leading (at least) one trip per year. Team members are compensated for their coordination work and training, approximately 45 hours per semester (average 3 hours/week). Students would be eligible to serve on this team AND full-time in another CCLA role.

Works as a team to coordinate 3-4 service trips, coordinating the program and serving as trip leaders (generally 1 – 2 trips per year based on availability and interest). 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 community building, 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
- Managing a program budget
- Participating in trip leader training – four paid retreat days over the year (September, October, November, February)
- Recognizing and celebrating volunteer trip leaders, community partners, 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 Service Trips preferred. *Note: current van certification or eligibility to become certified is helpful in this position.*

Please contact Laura Megivern (megiverl@dickinson.edu) with any questions.