Federal Work-Study Job Description/ School Year: 2017-2018

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Living Learning Student Monitor</th>
<th>Job No# Available:</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Dr. Jessica James</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Academic Affairs/Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Budd 109/Carpenter Hall LLC Study Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Information:</td>
<td><a href="mailto:jessica.james@wesley.edu">jessica.james@wesley.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Duties:
- Assist with brainstorming, creating, & implementing of the living learning community program
- Communicate with learning community residents/participants and Residential Advisors
- Help organize events, i.e.: healthy dinners, DE Food Bank mobile pantry, Meet the Majors Panel
- Help plan and implement academic and residential programming in Carpenter Hall
- Assist with fundraising for service projects
- Observe and record Study Hours
- Distribute and collect assessment materials.
- Research service learning study abroad programs.
- Research national trends in living learning communities

Special Abilities/ Skills:
- Excellent communication skills
- Ability to work well independently to meet deadlines, submit appropriate paperwork, and provide constant communication about projects in progress.

Work Schedule:
- LLC student asst. will attend weekly staff meetings & events. Events often nights and weekends.
- LLC asst. will be asked to work on different programming aspects throughout the week, & will be scheduled weekly to meet these deadlines
- Individual work schedules will be arranged around the employee's class schedule.

Additional Comments:
- Students with previous residence life and/or service-learning experience or interest will be given preference and are encouraged to apply