



## DukeEngage Site Coordinator Job Description Summer 2018

The Site Coordinator (SC) is a key member and front-line administrator of each DukeEngage site. The SC's primary responsibilities are to mentor program participants; support faculty/staff site leader(s); serve as the liaison between students, DukeEngage staff, and community partners; and coordinate service, social, cultural enrichment, and recreational activities and reflection sessions in consultation with program participants. The SC is also responsible for managing program finances, working with vendors providing goods and services for the DukeEngage site, gathering program data, and preparing periodic reports for program directors and the director of DukeEngage or his designate. Responsibilities will include on-site residence, day, evening, and night commitments throughout the week; SCs may not hold other employment or enroll in courses while the DukeEngage site is in operation.

### ***Specific duties***

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#### **Participant Welfare**

Manage all concerns regarding student health, social/cultural adjustment, program participation, living accommodations, and site safety, and report issues in a timely fashion to the program director(s) and the director of DukeEngage or his designate.

#### **Community Building**

Serve as the primary liaison between DukeEngage students and community partners. Support partner/student relationships and address concerns. Visit all DukeEngage volunteer placement/project locations throughout the program to ensure the safety and success of the DukeEngage participants. Meet individually with student participants to discuss progress with service placements/projects and to develop plans for continued curricular and co-curricular engagement back on campus.

Work with the site leaders and student participants to design and lead weekly reflection sessions. Identify, budget for, and coordinate weekly cultural, social, and recreational activities designed to immerse student participants in the life of the host community.

Oversee other student reflection initiatives including student blogging, the Duke Reader Project, and our annual Photo Find.

#### **Support and Enforcement of Community Standards**

Create an environment of mutual respect that supports the rights of both the Duke and host communities, while also safeguarding the rights of individuals, and that holds participants accountable for their decisions and actions.

Establish regular, open office hours each week at an accessible location(s) for program participants, site leaders, and community partners. In addition to regular office hours, the SC should encourage students to meet him or her by appointment.

Mediate conflicts between student participants and between students and community partners, when necessary, to maintain a positive and productive program environment.

#### **Operations and Financial Management**

Drive vehicles, including vans, rented for DukeEngage use.

Track expenditures against approved budget and ensure that funds are spent as budgeted, that program stays within budget, and that DukeEngage staff are notified before the program exceeds the budget in an expenditure category.

Collect receipts for purchases, document expenses, and reconcile expenses at end of program.

Serve as primary point of contact for issues related to housing and other logistical commitments during the summer.

Transport, distribute, re-collect and inventory all capital equipment for the DukeEngage site that must be returned to Duke University.

Contribute to the documentation of the DukeEngage program: photograph representative activities and events of the program; advise student bloggers when appropriate; work with site leaders to prepare, write and submit an end-of-program report within two weeks of the end of the DukeEngage program.

### **Training**

Complete pre-departure training and orientation for DukeEngage SCs; attend program staff training on May 7 and May 11 and facilitate group sessions with program-specific cohorts during the DukeEngage Academy in Durham, North Carolina, scheduled for Tuesday, May 8 through Wednesday, May 10, 2018

### **Qualifications**

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#### **Required of all site coordinators:**

Bachelor's degree in any field of study  
Eligibility or authorization to work in the United States  
Eligibility for hire as an exempt employee of Duke University  
Driver's license valid at site of specific DukeEngage program  
Documentation of a safe driving record  
Proof of health insurance coverage for entire period of employment with DukeEngage  
Specific knowledge of and experience living, studying or working in region where DukeEngage program is located

#### **Additional requirements for DukeEngage programs that involve international travel:**

Passport with an expiration date no earlier than six months after end of DukeEngage program  
Ability to meet visa requirements of host country  
Fluency in at least one local language or dialect

#### **Skills:**

Works well independently of direct supervision  
Possesses excellent communications, organizational and problem solving skills  
Works cooperatively with others in a non-routine environment  
Productively and sensitively negotiates the needs of student participants and community partners in varying cultural contexts

#### **Required work experience or training:**

Three years of post-college work experience or education/training

#### **Preferred work or volunteer experience:**

Advising and counseling college students or other adolescents  
Volunteer management  
Event planning

*This job description contains an illustrative but not exhaustive list of the types of job-related tasks, duties and responsibilities required of the DukeEngage Site Coordinator. Duties will vary depending upon the location of each DukeEngage program.*

*This exempt, full-time term appointment confers no university benefits.*

*For application instructions, contact Kathy Sikes, [kathy.sikes@duke.edu](mailto:kathy.sikes@duke.edu).*

*For more information about DukeEngage, visit <http://dukeengage.duke.edu>.*

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