



## DukeEngage Site Coordinator 2017 Application Preview

Before starting the application:

- Visit the DukeEngage website to review the [Site Coordinator job description](#).
- Be prepared to upload your résumé, as a PDF file of less than 3 pages.
- Have your driver's license, health insurance card, and passport handy. (Passports are required for international positions, and encouraged for all positions)
- Be prepared to upload the photo page of your passport as a PDF document.
- Be prepared to provide phone contact information for two professional references.

You may wish to prepare your responses to the following questions:

- Why are you interested in working for DukeEngage during summer 2017?
- If you have lived or worked in environments similar to those served by DukeEngage (for example, working with nonprofits or nongovernmental organizations, working with under-served communities, living abroad in a rural environment, living in a community or culture significantly different from your own, etc.), or if you have lived or worked at a DukeEngage site, please describe that experience. (A list of DukeEngage sites can be found at <http://dukeengage.duke.edu/immersion-programs>.)
- Please note that not all DukeEngage programs are hiring new Site Coordinators this summer. From the following list of DukeEngage programs, please indicate and rank the four programs for which you would like to be considered. You can learn about the specific programs at <http://dukeengage.duke.edu/immersion-programs>.
- DukeEngage programs run throughout the summer, with most programs beginning in May or June and lasting for eight (8) or more consecutive weeks. Please indicate your availability for work between May 7 and August 27.
- Describe any previous experience(s) you have working or volunteering with undergraduate students in curricular (e.g., service learning course), co-curricular (e.g., student volunteer service activity), student development and/or campus residential life settings that you believe will contribute to your ability to work for DukeEngage.
- Describe your qualifications or experience with any of the following skills, abilities or proficiencies:
  - Alumni relations
  - Budgeting and budget management
  - Conflict mediation and resolution (peer counseling)
  - Documentary production skills (videography, photography, etc.)
  - Event planning
  - Facilitation of group activities and/or team building activities

- First aid training
  - Large van/vehicle driver (for example, a 15 passenger van)
  - Leadership education
  - Social media creation/ management (blogging, Tumblr, etc.)
  - Student and/or career advising
  - Undergraduate teaching experience
  - Volunteer management training
  - Facilitating reflection sessions
  - Experience driving a stick shift
  - Experience driving in a country with British Commonwealth rules of the road
  - Other
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- If you are currently employed, describe your job duties and responsibilities.