The Site Coordinator is a key member of each DukeEngage program, reporting to their program director(s).

Responsibilities vary by program, but include supporting the program director(s) as needed and being available to community partners and students. Work includes evening and night commitments throughout the week.

All DukeEngage 2021 summer programming will take place virtually. All work with the program will be remote.

**Program Support**

- Weekly meeting with Program Director(s).
- Individual weekly (and sometimes twice weekly) meetings with students, providing continuous support and guidance for projects including identification of readings, resources and other materials.
- Meetings with community partners as Program Director(s) require.
- Design and lead, under the guidance of the program director, weekly reflection sessions with students.
- Review, edit and approve weekly student blogs.
- Design and coordinate twice weekly virtual cultural enrichment activities designed by the program director to immerse student participants in the life of the host community. Identify and plan additional activities.
- Creatively support an environment of mutual respect that supports the needs of both the Duke students and their partners/host communities, and that holds participants accountable for their decisions and actions.
- Manage issues that arise between students and between students and community partners when necessary to maintain a positive and productive program environment.
- Document and track activity/immersion fund expenditures and budget.
- Serve as the primary point of contact for issues related to program logistics.

**Training**

- Complete pre-departure training requirements, including working with minors, financial management, Title IX, and DukeEngage policies and procedures.
- Meet with the Program Director to discuss site-specific needs and requirements.

**Qualifications**

**Required:**

- Bachelor’s degree in any field of study.

**Preferred:**

- Experience with immerse community-based programs.
- Specific knowledge of or experience with the region where the DukeEngage program partners are located or with the focus of the work.
- Mentoring college students or other adolescents.
- Team management.
- Program design or event planning.

This job description contains an illustrative but not exhaustive list of the types of responsibilities required of a DukeEngage Site Coordinator. Duties will vary depending by program.

This is an exempt, full-time term appointment that confers no university benefits.