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. Programs include evening commitments throughout the week, and on-site residence is required. Site Coordinators are on-call 24/7, and may not hold other employment or enroll in courses during the DukeEngage program.

Responsibilities are likely to include:

**Fostering reflection and cultural enrichment**
- Designing and leading, under the guidance of the Program Director, weekly reflection sessions with students.
- Supporting students in their individual reflections, and sharing a selection of these reflections with DukeEngage.
- Implementing cultural enrichment activities designed by the Program Director to immerse student participants in the life of the host community. Identifying and planning additional activities as requested.

**Supporting student work and community partnerships**
- Representing the Program Director in communications with community partners, and facilitating students’ interactions with them.
- Providing continuous support and guidance for student projects.

**Promoting student well-being**
- Managing all concerns regarding student health, social/cultural adjustment, participation, living accommodations, and safety, and reporting issues in a timely fashion to the Program Director.
- Creating 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.
- Managing issues that arise between students, and between students and community partners to maintain a positive and productive program environment.

**Operations**
- Meeting regularly with the Program Director.
- Documenting all expenses. Tracking expenditures against approved budget to ensure that funds are spent as budgeted and that program stays within budget. Serving as the primary point of contact for issues related to housing and other logistics.
- Driving vehicles, including vans, rented for program activities.
- Transporting, distributing, taking inventory, and returning all capital equipment.
- Contributing to the documentation of the program, e.g., photographing activities and events and drafting an end-of-program report within two weeks of the end of the program.

**Training**
- Required training on DukeEngage policies and procedures (e.g., working with minors, financial management, and Title IX) will be provided prior to departure.
- Pre-departure meetings will be scheduled with the Program Director to discuss site-specific needs and requirements. The Site Coordinator may be invited to join pre-departure meetings with the student group.
This job description contains an illustrative but not exhaustive list of the types of responsibilities required of a DukeEngage Site Coordinator. Duties will vary by program.

**Qualifications**

Required:
- 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 safe driving record
- Proof of health insurance coverage for entire period of employment with DukeEngage
- Three years of post-college work experience or education/training

Additional requirements for international programs:
- Passport with an expiration date no earlier than six months after the end of the DukeEngage program
- Ability to meet visa requirements of the host country

Preferred experience:
- Involvement in immersive community engagement 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

**Compensation**

New Site Coordinators receive a salary of $5350 for the entire eight-week program.

*In programs involving travel*: Housing, meals, and travel costs (as calculated by DukeEngage) are also covered.

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