



POSITION DESCRIPTION

Listing a Placement with the Center for Service-Learning and Civic Engagement (CSLCE)

All service-learning placements are to involve students in para-professional activities that provide them with a meaningful, educational experience. Most students select a position to supplement their academic program, to gain experience, to provide service and help others, to develop skills, and for professional development. Some students select a placement to fulfill internship, or course work options. Service-learning may be paid under the guidelines for federal work-study. (Non-profit 501 (C) 3 or government agencies apply for University approval).

Students will be referred to you after applying for a position. Some students will interview with a CSLCE Advisor or attend an orientation prior to being referred to your agency. They will bring you a CSLCE referral letter. MSU students must complete a CSLCE application. This insures that the student is indemnified and it is used to provide a record of service and referral data for staff recruitment. Applications are available on the web site and in room 27 Student Services Building.

Completing Position Description

Complete a position description form for each position. Listed below are suggestions for completion.

- Provide comprehensive information about your organization and detail the position responsibilities to assist student in selecting a placement.
- List qualifications, professional requirements, and specific skills desired. Professional supervision is to be provided for each placement.
- Days and hours are important as students plan around their academic and work schedules. Most students arrange 2-8 hours per week; the ending date usually conforms to the academic calendar.

Please call when the position is filled, needs to be updated or re-listed. For questions, call the CSLCE, 353-4400 or email: servlrm@msu.edu.

Thank you for your request. Please mail to: **Center for Service-Learning and Civic Engagement, 27 Student Services Building, Michigan State University, East Lansing, MI 48824-1113 or FAX to (517) 353-6663.**

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Please fill out ALL information below and on the back of this page:

Name of Agency: _____ Date: _____

Address: _____ Zip: _____

Agency Director: _____ Phone: _____ Ext _____

Agency Interviewer: _____ Phone: _____ Ext _____

E-Mail: _____ Fax: _____

Web Address: _____

No. of students needed per semester (circle) 1 2 3 4 5 _____

No. of students needed for short term project _____

POSITION DESCRIPTION

POSITION TITLE:

Description and Purpose of Organization (description of the situation if not an organization):

Responsibilities:

Qualifications and Skills:

Orientation/Training:

Schedule:

Short term project Date of Project _____

Semester position Hours per week _____ Days _____ Times _____

Placement is for: Fall Spring Summer

Transportation: On CATA bus line CATA Bus Route _____

TB Test needed for placement: Yes No

Comments for Staff Advisor: _____

**MSU students may apply for this position at the Center for Service-Learning and Civic Engagement,
27 Student Services Building or online at www.servicelearning.msu.edu**

MSU is an Affirmative Action/Equal Opportunity Employer.