STUDENT STAFF POSITIONS, 2013-2014

(position descriptions subject to change)

The Center for Community Service and Justice student staff plays an integral role in helping to keep Loyola's mission of developing "men and women for and with others" alive. Student positions provide a unique leadership experience and allow students to facilitate service, social justice and educational activities with their peers. CCSJ offers students three types of leadership positions (described in detail below):

- *Service Coordinators*
- *Creative Assistants*
- *Student Assistants*

SERVICE COORDINATOR (SC) POSITION DESCRIPTION:

Scope of Position:

All Service Coordinator positions are 15 hour-per-week, paid positions. By working as a team to provide a wide variety of well-planned service experiences, the student staff of the Center for Community Service and Justice strives to engage students in education through service for a just and equitable world. The primary role of the Service Coordinator is to act as a liaison between community agencies and Loyola University. Service Coordinators also provide the support necessary to volunteers to ensure that they have a meaningful learning experience. This includes communicating with the agency, facilitating the placement and transportation of volunteers, and helping volunteers to reflect on their experiences by thinking about the broader social justice issues inherent at their site.

General Responsibilities: (specific position descriptions follow):

- Serve as a liaison between Loyola University and specific agencies or programs in the Baltimore community.
- Recruit and involve students, faculty and staff in service with the Baltimore community.
- Work with community agencies to arrange orientation and training programs for volunteers prior to their service involvement.
- Work with Center for Community Service and Justice and community agency staff to coordinate ongoing opportunities for volunteers to ask questions and reflect on their service experiences.
- Help volunteers to articulate connections between service experiences and related social justice issues.
- Plan advocacy and educational events aimed at educating volunteers about social justice issues inherent at their site/program.
- Participate in direct, ongoing service with the Baltimore community (preferably in assigned agencies/programs).

- Serve as an advocate for the agency by sharing newsletters, one-time event opportunities, and fundraisers with full-time staff members within CCSJ as well as the larger Loyola campus community (if relevant).
- Keep in regular contact with volunteers to answer questions, provide information, and ensure their experience is going well.
- Gather and report relevant statistics on each volunteer and program.
- Assist with the planning and implementing of Center for Community Service and Justice events including one-time events, Community Service Fairs, and Service Coordinator staff selection.
- Support campus and community sponsored programs, events and lectures that address issues related to social justice and community service.
- Work with faculty integrating community service into the curriculum as determined by the Center staff.
- Participate in weekly staff and supervision meetings, biweekly student staff reflection groups, training sessions prior to and throughout the academic year (in-services).
- Keep a specified number of office hours to handle walk-in traffic, answer telephones, and assist with office projects.
- Serve as a link between the Center for Community Service and Justice and other campus organizations (Student Development, ALANA (African, Latino, Asian, Native American) Services, etc.).

Position Descriptions for Specific Programs:

Adult Education/Women's Issues (Caroline Center, House of Ruth, Sarah's Hope)
This position coordinates volunteers for agencies that work with women and their children in Baltimore City. The Caroline Center offers GED classes and job training to women who are living in poverty, helping them to gain the tools, self-esteem and knowledge necessary to obtain employment; volunteers tutor women in basic math and reading during morning GED classes. House of Ruth is a shelter for women who have experienced domestic violence, and Loyola volunteers play with and supervise the children who are staying in the shelter while their mothers are at work or class. Sarah's Hope is a shelter for women and children where volunteers have the opportunity to play with children during activity sessions in the evenings.

Beans and Bread Center & Our Daily Bread
This Service Coordinator position plays a central role in Loyola's longest running partnership with a community-based agency, the Beans & Bread Center. This position coordinates the operation of the Beans and Bread meal program on the last Sunday of each month and helps connect volunteers on selected Saturdays. This Service Coordinator helps to place students in the Beans and Bread front room on Wednesday afternoons to organize games such as playing Bingo, cards, etc. This Service Coordinator also serves as a contact for Our Daily Bread, the largest meal program in Maryland, which is affiliated with Catholic Charities, coordinating the recruitment and placement of volunteers in the Our Daily Bread Meal Program and the Christopher Place Monthly Dinners.

Best Buddies College Buddy Director
Best Buddies International is a program designed to promote friendships between college students and persons with intellectual disabilities. Through frequent one-to-one activities and occasional group events, Best Buddies enhances the social and recreational lives of all people involved. The College Buddy Director serves as the student leader for Loyola's Best Buddies campus chapter. The CBD's responsibilities include recruiting and supporting a leadership team and all student members, planning monthly events both on campus and around the city, maintaining regular contact with Best Buddies and the faculty advisor, and ensuring that all members have a positive and enriching learning experience. Preference is given to current or former Best Buddies members. Must be available to attend the Best Buddies Leadership Institute in late July (travel expenses paid by CCSJ).

Care-A-Van and Viva House
This Service Coordinator works with Care-A-Van, a program where a small group of Loyola students go into the heart of Baltimore City on Monday and Wednesday nights to offer food, drinks, and conversation to women and men who are living on the streets. This Service Coordinator also recruits volunteers to make sandwiches on Monday and Wednesday afternoons. Additionally, this Service Coordinator helps to coordinate an on-going food drive for Viva House, a Catholic Worker house of hospitality in West Baltimore, and recruits and places a small number of volunteers in their meal program.

Choice Program College Night
Faced with under-resourced schools, reduced access to health care and sub-standard housing, children who are economically poor in Baltimore are at greater risk of leaving school before they earn their high school diploma. The Choice program works with at-risk adolescents to help provide the support they need to pursue their education. An important component of the Choice Program is College Night, a weekly enrichment opportunity involving planned activities, a group meal, and recreation. This SC position coordinates Loyola student volunteers to serve as College Night mentors one night per week on the Loyola campus -- Thursday evenings from 5-8pm. Applicants must be available on Thursday evenings (from 4-9pm). Prior experience with a CCSJ-sponsored youth program is required to apply for this position.

Cristo Rey Jesuit High School & St. Ignatius Loyola Academy
Cristo Rey Jesuit High School provides students from low-income families with an affordable, college preparatory, high school education by enabling them to earn most of their tuition by working in a corporate office one day each week. Several students are placed at Loyola each year. Cristo Rey also relies on assistance from a number of community volunteers to help with all aspects of the school. The Service Coordinator recruits volunteers to tutor students in academic subjects as well as to prepare them for college entrance, and also coordinates occasional field trips to Loyola's campus for enrichment opportunities. St. Ignatius Loyola Academy is a unique middle school for boys from families facing financial difficulties. The Service Coordinator recruits, places, and supports volunteers who are needed to assist with the Wednesday afternoon Homework Club at St. Ignatius (Wednesdays, 3:30-5pm). The Service Coordinator also serves as a volunteer resource and liaison in support of other after-school activities at the school.

Don Miller House & Healthcare for the Homeless Convalescent Care Clinic
This Service Coordinator recruits and trains volunteers for the Don Miller House, a residence a few blocks from Loyola's campus for men and women living with AIDS. Additionally, this Service Coordinator coordinates volunteers for the Convalescent Care Clinic at the Housing Resource Center (i.e. City Shelter). This initiative by Healthcare for the Homeless provides mid to long-term shelter for men and women experiencing homelessness during the recovery period following illness. Loyola volunteers play games with residents. This Service Coordinator is encouraged to be a resource about HIV/AIDS in the US and the connection between affordable housing and healthcare for the broader Loyola community.

HoundServe (Two positions)
HoundServe programs are single-day opportunities for Loyola students, mostly consisting of service events such as Blood Drives, The Good Stuff Campaign, Thanksgiving Food Drive, Halloween events, Special Olympics, stream clean-ups, and bingo nights at a local senior citizen center. The HoundServe SC's work together as a team on many projects and collaborate with a variety of other Service Coordinators (for GEDCO, Thanksgiving Food Drive, Best Buddies, and Service Coordinators for most of the CCSJ-affiliated youth programs). The HoundServe SC's also work on a variety of projects that educate the campus community about opportunities for involvement in service and justice work, including the fall and winter Community Service Fairs, coordination of the FE 100 class service opportunities, publicity of the One-Time Service Packet and volunteer recruitment in the residence halls. The positions involve planning and facilitating events, communicating with a variety of groups, public speaking and conducting preparation and reflection sessions for volunteers at each event. The position offers many opportunities for creatively promoting CCSJ's work on campus, looking for new ways to raise awareness of and interest in service.

Frederick Ozanam House, UNITE, SOS (Immersion Programs)
The Frederick Ozanam House (FOH), a program of the St. Vincent DePaul Society, provides transitional housing and outreach services to men who were formerly homeless. This position also coordinates all aspects of the UNITE (Urban Needs Introduced Through Experience) weekends (one or two per semester) including recruiting, pre and post meetings, and logistics. One of these UNITE weekends will be called Retreat to the Streets, and will explore the connections between spirituality and service. Additionally, this Service Coordinator coordinates post-SOS (Student Orientation to Service) reunions throughout the year. Prior participation in a SOS or UNITE program is required to apply for this position.

Govans Ecumenical Development Corporation (GEDCO)
GEDCO is a partnership of faith communities whose mission is to provide affordable housing with supportive services and to meet emergency needs of community residents. The Govans community is Loyola's closest neighborhood, and this position coordinates service opportunities for Loyola volunteers to be good neighbors and help build nurturing communities. This Service Coordinator coordinates social and educational opportunities for Loyola students to interact men who are formerly homeless living at Harford House, a supportive permanent housing facility. This SC also recruits and coordinates volunteers providing food and emergency services through CARES Food Pantry. Finally, this position works with the Service Coordinator for Loyola's Thanksgiving Food Drive which supports 200 families through the CARES Food Pantry.

Habitat for Humanity (Two positions)
Located in West Baltimore, Sandtown Habitat for Humanity is one of more than 1200 affiliates of Habitat for Humanity International. Its purpose is to eliminate poverty housing from Sandtown, increase homeownership and improve the health of the community through housing rehabilitation, projects undertaken jointly by volunteers, and the families who will then assume ownership of the homes. The focus of the position is to organize, educate and facilitate volunteers each Saturday to complete the rehabilitation of a house Loyola sponsors and completes within the academic year. The two Service Coordinators for Habitat also work together to coordinate fundraising efforts to raise the $30,000 to sponsor the house.

Health Leads Program Coordinator
This position serves as the Loyola campus leader of Health Leads (HL), as well as the HL liaison to CCSJ. The Campus Coordinator (CC) ensures the quality of the HL model in programs by providing support for the HL Loyola Program Coordinator, the HL Resource Coordinator, and HL student volunteers. The Campus Coordinator (1) sets the vision for the campus, (2) collaborates with CCs on other campuses in Baltimore and across the 10 campuses nationally to share best practices and support each other in the role, (3) develops new volunteer leadership, (3) builds relationships and develops community partnerships, (4) communicates with volunteers, program coordinators, CCSJ, and HL staff, (5) leads recruitment efforts on campus, and (6) serves as a warehouse of information to push HL programs to make a greater impact. Prior Health Leads experience is required to apply for this position. Must be available to participate in a weekend leadership retreat at the beginning of each semester and attend as-needed reflection sessions during the semester.

Hispanic Programs (CASA of Maryland, EBLO, Esperanza Center)
The 1980's brought a large wave of Hispanic immigrants to Maryland increasing the Hispanic population by 93%. By 1995, the Hispanic population in Maryland was officially reported as 172,000 people, and the actual number is now likely much higher. This position coordinates opportunities for Loyola volunteers to be a part of the work of a group of agencies dedicated to helping unleash the potential of Baltimore's Hispanic community through tutoring, job training and advocacy programs. Specifically, this Service Coordinator works with Education Based Latino Outreach (EBLO), Esperanza Center, and CASA of Maryland to recruit volunteers to serve as ESL tutors, after-school tutors and in other roles.

Hunger and Homelessness Awareness/Meet and Eat
This Service Coordinator is responsible for coordinating and implementing Hunger & Homelessness Awareness Events on and off campus as needed (i.e. Faces of Homelessness Speakers Bureau, Food Insecurity Workshop, Hunger Banquet, Sleep Out, etc.), in collaboration with members of the CCSJ, Loyola and Baltimore communities. This position will plan and advertise the fall and spring Meet and Eat events, which bring guests from our community partners to campus for a meal and fellowship. This Service Coordinator serves as a student representative on the Stop Homelessness And Reduce Poverty (SHARP) Coalition, if class schedule allows. Additionally, this student will be available for presentations and other educational opportunities related to hunger and homelessness awareness. Prior experience as a CCSJ student leader or student staff member is required to apply for this position.

Ignatian Solidarity Network
This Service Coordinator provides organizational, administrative and educational support in planning and implementing the weekend trip for the Ignatian Family Teach-In for Justice. This position recruits, prepares and provides follow-up for participants, organizes fund-raisers to offset the costs of the trip, keeps informed about current issues related to the theme of the Teach-In, and helps increase awareness of such issues in the broader Loyola community. This position also works closely with the Catholic Social Teaching Student Coordinator in Campus Ministry. Prior participation in an Ignatian Family Teach-In preferred. During the beginning of the fall semester, this position also helps with various CCSJ orientations for other groups on campus. In the spring semester, this position works closely with the Service Coordinator for Hunger and Homelessness Awareness on advocacy activities, including a lobby day to Washington D.C. or Annapolis, letter-writing/social media campaigns, and the on-campus Advocacy Day in April.

Mother Seton Academy (Two positions)
Mother Seton Academy is an innovative, tuition-free, Catholic middle school for culturally diverse boys and girls who come from low-income homes. Extended day, small classes, personal attention, variety of teaching strategies, and field trips are the backbone of the curriculum. Class size is limited to 15 students per class with no more than 30 students in a grade. Working as a team, the two Service Coordinators will coordinate the involvement of Loyola volunteers and ensure the overall success of two MSA programs. The after-school tutoring program (called Homework Companions) operates Monday through Thursday, and Fitness Buddies operate Fridays throughout each semester, typically from 3:30-4:30pm. Both will share responsibilities for all volunteers. At minimum, applicants must be available on Friday afternoons from 3-5pm.

Mt. Washington Pediatric Hospital
This Service Coordinator recruits and places volunteers for Mt. Washington Pediatric Hospital, helps students connect with other area hospitals, and continues contact with Healthcare for the Homeless. Mt. Washington Pediatric Hospital provides inpatient and outpatient services for children with chronic diseases, physical disabilities, birth defects, and chronic neurological disorders. This position also works closely with the Service Coordinator for MWPH and Thanksgiving Food Drive and the Pre-Health Society. Prior experience with MWPH is preferred.

Mt. Washington Pediatric Hospital and CARES Thanksgiving Food Drive (Fall only; may consider full year)
This Service Coordinator works in collaboration with the Mt. Washington Service Coordinator, the GEDCO Service Coordinator as well as the HoundServe Service Coordinators. For the first 6 weeks of school, this position works closely with the Mt. Washington Hospital (MWPH) Service Coordinator to recruit and place volunteers for Mt. Washington Pediatric Hospital. Mt. Washington Pediatric Hospital provides inpatient and outpatient services for children with chronic diseases, physical disabilities, birth defects, and chronic neurological disorders. Because the initial screening process is time-intensive, extra help with interviews and logistics is needed at first. In early October, this position stops working with Mt. Washington and begins working with the GEDCO Service Coordinator to coordinate the Thanksgiving Food Drive. This allows the CARES Pantry to be able to offer about 200 families and individuals or couples to have a Thanksgiving bag of groceries. This position requires good organizational, collaboration, and communication skills and also works closely with Sodexho food service to help solicit campus donations.

Presence for Christmas/Good Stuff Campaign
This position provides support to two specific programs: Presence for Christmas, Loyola's annual holiday gift-giving program, and the Good Stuff Campaign, a campus-wide donation collection program in the Spring semester. Each year, these programs enable the campus community to donate more than $60,000 worth of resources to the local community. Responsibilities include assisting with marketing, educational, and publicity efforts around campus, including using digital media and website management software; organizing student planning committees; maintaining contact with community partner representatives; working closely with other student staff members and campus partners; assisting with delivery and pick-up of donations; and maintaining a broad level of awareness about how these programs fit into the Jesuit mission of the university.

Refugee Programs (Refugee Youth Project and Soccer Without Borders)
Every year, approximately 400-500 refugees are resettled in Baltimore. Two afterschool programs assist many of these individuals with the transition. Baltimore City Community College's Refugee Youth Project is an after-school and summer program that serves some of those refugees between the ages of 4 and 21. For two hours a day, four days a week, refugees receive after-school academic tutoring and acculturation support from trained volunteer tutors. The Refugee Youth Project also seeks to further enrich the lives of Baltimore's refugees by providing extra-curricular weekend activities and service-learning opportunities. The Service Coordinators recruit volunteer mentors and paid work-study students to volunteer at three different RYP after-school programs around Baltimore that are typically scheduled from 3:30-5:30 pm, Monday through Thursday. Soccer Without Borders (SWB) runs community-led, year-round, youth development programs around the world, and one its signature programs is SWB Baltimore. SWB provides programming to youth who are traditionally excluded from sports-based and extracurricular activities. SWB's programs provide participants with an avenue for positive engagement, a platform for personal growth, and a toolkit for a brighter future. The Service Coordinators recruit volunteer tutors to support SWB's after-school academic enrichment and soccrt program weekdays (3:30-5:30 pm) and on Saturday mornings.

Service-Learning
This Service Coordinator will assist the Office of Service-Learning in CCSJ to maintain and develop partnerships for service-learning courses. Working closely with the Assistant Director of Service-Learning, the SC will be responsible for serving as a liaison with selected service-learning partners each semester (possible partners may include Govans Elementary, HeadStart SouthEast and Episcopal Community Services of Maryland). The SC will assist faculty members by coordinating service placement, preparation, and transportation for students serving at specific service-learning sites. The SC will lead service-learning preparation sessions at the beginning of each semester. The SC will also assist the Office of Service-Learning with record-keeping, presentations, partner assessments and assorted tasks associated with service-learning courses.

Growing Minds (Two positions)
These positions coordinate the involvement of Loyola volunteers with children at Arlington Elementary School in the Park Heights neighborhood of Baltimore City. These positions are responsible for recruiting, placing, and supporting after-school tutoring volunteers, who work in assigned classrooms on after-school activities and homework help. Working as a team, the two

Service Coordinators will ensure the overall success of the program. At minimum, applicants must be available for at least one afterschool afternoon each week.

York Road Youth Programs

This position supports youth programs in the communities along the York Road corridor near Loyola's campus. The Service Coordinator serves as a liaison with Acts4Youth, which provides afterschool enrichment opportunities for boys attending Guilford Elementary School and focuses on character development and life skills. A4Y strives to help participants become good students, citizens, teammates and employees, while fostering successful progressions into middle school and high school. A4Y's afterschool program runs from 2:30-5:30pm each weekday. The Service Coordinator also serves as a link and a liaison between the Center for Community Service and Justice and the Loyola York Road Initiative (YRI). This will involve attending YRI weekly meetings, monthly York Road Partnership meetings and neighborhood association meetings when appropriate and possible. Working collaboratively with Loyola's York Road Initiative, this SC position will also support Loyola's efforts to support and develop a strong partnership with the DeWees Recreation Center and its efforts to provide educational programming for local youth.

CREATIVE ASSISTANT (CA) JOB DESCRIPTION:

Scope of Position:

The Creative Assistant's main objective is to support CCSJ in striving to establish its identity on campus and to educate the campus community about its work.

Primary roles of the Creative Assistant (CA) are to generate, revise and further enhance publicity materials, i.e. through print media, audio/visual media, and electronic/social media.

When assigned to specific project tasks by CCSJ professional staff and service coordinators, the CA will complete those while keeping in mind calendar dates of the organization, as well as acknowledging unique needs and traits of each service site or program. This also includes maintaining a two-way communicative relationship with Printing Services Department.

Applicants should expect to apply their talents to the following areas: graphic design, page layouts, branding, 2D print media, advertisements or publication design, copy editing, writing and creative marketing solutions. Experience in community service and interest in social justice issues is highly preferred, but not required.

The position requires a time commitment of 8-15 hours per week.

Desired Background:

The ideal candidate is one with a background in one or more of the following subjects: Communication Studies, Advertising, Public Relations, Social Media, Journalism, Copy Editing, Digital Media, Writing, Business or Marketing. However, applicants from all majors and minors are encouraged to apply if interested.

It is preferred (but not required) that applicants should have working command in Creative Suite 6 - Adobe Photoshop, Adobe Illustrator, Bridge or InDesign, and Final Cut, etc.

Creative Assistant Specialization Opportunities and Responsibilities:

While specialization opportunities exist for Print Media, Multi Media and Social Media, and each CA will be assigned as the point person for certain specialization, every CA should understand that they may be asked to perform tasks outside his/her concentration as needed.

2D Print Media Specialist

- Design and appropriately size print flyers, posters, postcards and Greyhound Newspaper advertisements.
- Update and optimize official printed materials such as handbooks, brochures, and binder covers.

Multi Media Specialist

- Take photos and videos. Process and maintain publicity photography and videography database for CCSJ events and programs.
- Proficiency in Adobe Premier Pro, Final Cut (Pro/Express), and experience with "After Effects" is preferable but not necessary.

Social Media Specialist

- Design, upload and maintain web banners and box advertisements for events on CCSJ's website.
- Maintain and update online presence through CCSJ's website, online communities, i.e. Facebook, Twitter and YouTube.
- Promote interactive communication that is educational and promotional

Project Manager

- Oversee proper distribution of all printed materials from start to finish.
- Maintain the completion process while paying close attention to dates (i.e. date assigned, due date, event date).
- Manage and keep track of project requests.
- Serve as a liaison between Creative Assistant team and Printing Services Department.

General Responsibilities:

- Maintain cooperation with fellow creative assistants through open and constant communication about project requirements.
- Maintain professional correspondence and status updates with CCSJ staff and student employees.
- Maintain two-way communication between yourself and those you are completing a project for in the office.
- Have a working knowledge of the characteristics of each service site or program, and have an idea of the student or supervisor that oversees each program.
- Attend bi-weekly meetings with supervisor and reflections with other CCSJ student staff.
- Research marketing/promotional methods to optimize target market outreach.

STUDENT ASSISTANT JOB DESCRIPTION:

Scope of Position:
All student assistant (SA) positions are 7-15 hours per week, paid positions. Primary roles of the SA are (1) to staff the shared front desk and (2) to work as a team with other SAs to provide clerical and administrative support to CCSJ professional staff and service coordinators. Additionally, each student assistant may be assigned specific project tasks which pertain to the steady operation of the Center. SAs support CCSJ in striving to establish a welcoming and safe environment which fosters education through service.

Desk Assistant Responsibilities:

- Gain a full knowledge of CCSJ mission and programs
- Greet visitors with hospitality (answer questions, take messages, refer to staff members)
- Keep the office lobby clean and organized
- Check ccsjsa@loyola.edu email during work hours and respond or refer questions accordingly

Administrative Assistant Responsibilities:

- Office support: post flyers, run errands, bulk mailings, make copies, empty mail bag and distribute the mails, organize and distribute incoming faxes
- Office maintenance: stock paper in copier and student staff office printer.
- Check in with and assist Center staff with projects and tasks
- Check ccsjsa@loyola.edu email during work hours and respond to project accordingly
- Forward "Motor Pool Approval" to the volunteers when it has been approved by Parking and Transportation Department

POSITION DESCRIPTIONS FOR SPECIFIC TASKS

1. **Motor Pool**
   - Submit "Motor Pool Request" for volunteers on Parking and Transportation website
   - Cancel "Motor Pool Request" in the Parking and Transportation website as required
   - Respond to any requests or questions about motor pool and communicate with Transportation Department (Ed Graves or Donna Crawford) as required

2. **Bridge Project**
   - Reply to the in-coming letters from inmates who request information brochures for the meditation in Prison.
   - Once letters have been replied to, send original copies to Dr. Drew Leder at Philosophy Dept. via campus mail

3. **Office Supply and Storage Maintenance**
   - Check and re-stock paper supply in the cabinet
   - Maintain CCSJ storage at HU24 (basement) and keep track the inventory list

- Update the storage database (excel spreadsheet) when there are changes in inventory
- Inform Jean Anne for reordering when inventory is low

4. Office Cleanliness and Organization

- Periodically cleaning the kitchen and refrigerator area
- Store dried utensils, cups and plates
- Water the plants
- Organize mails, newspapers, and magazines

5. Student Staff Relations

- Coordinate birthday card circulation for all student staff
- Send reminder email to student staff about filling out the time sheet on time
- Motivate student staff by planning mini events to celebrate milestones

6. Library

- Organize the CCSJ library
- Promote the library by selecting a "spotlight" book every 2 week
- Keep track of the books/DVDs that are checked out
- Update the catalog online

7. The Service Thing Program Assistant

- Manage TST student registration data in a database (excel spreadsheet)
- Maintain Moodle sites for all TST sites, in consultation with Loyola Tech Services Dept.
- Monitor Moodle participation and send weekly bulletins in consultation with FT staff
- Train and mentor Service Coordinators in using Moodle
- Coordinate TST kick-off event
- Periodically meet with TST committee

8. Website Maintenance

- Attend training of new website mainten