LANG CENTER ASSOCIATE
JOB DESCRIPTION

Position Description
The Lang Center Associates serve as issue-based ambassadors for the Lang Center for Civic and Social Responsibility whose mission is "to inspire and provide vision, leadership and support toward fulfilling an essential dimension of the liberal arts mission of Swarthmore College: to prepare and motivate students to understand and engage issues of civic and social concern and...to set their own paths towards shaping a more just and compassionate world." LCAs also serve stewards of the building, its furnishings, and resources. They will be required to assist with events/classes that take place during their shift and open the building for groups that have reserved the space during non-workweek hours. Working at the front desk of the Lang Center, LCAs will warmly greet visitors, research pathways for students to engage in their specific social issue, and acquaint fellow students with the pathways to link their passion, curricular choices, and community engagement opportunities together. Additionally, they may be required to lead student engagement events, meet with faculty in their area, participate in Lang Center vision/planning meetings, answer student email inquiries, and complete other duties as assigned.

Hours
Students can expect to work 4-6 hours of permanently assigned shifts, with additional hours as substitutes for coworkers, leading student engagement events, vision/planning meetings, and other duties as assigned.

Reports to:
Hana Lehmann - Civic Education & Engagement Fellow
Delores Robinson - Administrative Assistant

Pay Grade Category:  Category III $9.79

Essential Duties:
❖ LCAs, similar to the SAM program, will assist students by providing valuable resources and advice on how to navigate the opportunities for civic engagement and document paths that show students how to integrate their curricular and co-curricular activities, such as:
   ● Connect with a local community based organization,
   ● Connect with faculty or staff in their field of engagement,
   ● Join or start a student organization,
   ● Take a community-based learning course,
   ● Do a community based research project,
- Participate in a public service internship,
- Co-create a socially valuable project, and otherwise
- Link their passion, curricular choices, and community engagement opportunities.

- Maintain at least 3 hour of shifts at the front desk per week through the end of the semester, (Monday-Thursday 9:00AM - midnight; Friday 9:00 AM – 4:30 PM)
  - Take responsibility for finding a replacement for your scheduled shift if you are unable to make your shift. Contact the Lang Center Staff member (Hana Lehmann, hlehman1 and x3599; Delores Robinson, drobins2 or x5742) that a replacement is needed and found and provide the name of your replacement. Any shift changes should be reported at least 12 hours in advance or ASAP in cases of emergency. We are aware that emergencies do arise otherwise, you are expected to cover your scheduled shift.
  - Take responsibility for completing and submitting your time worked in a timely fashion. Submit your hours worked on a daily basis to avoid being late thru the on-line timesheet submission system. All time will be checked by Hana then sent to Delores for approval and payment.
  - Contact Public Safety if you detect any breach of safety for people in the building and security of its occupants, then contact a Lang Center Staff member.
  - Ensure all entrances/exists to the building are secured at the end of your shift if you work in the evening.
  - Ensure that groups using the center are safe, are using the building safely, and that they understand what spaces they may or may not use and that they use any/all spaces respectfully and leave them in good condition.

- LCAs will report their activities weekly to their Lang Center supervisor, and at the end of each term to the Lang Center staff, members of the Lang Center Advisory Board, and interested others.
- LCAs will come together as a cohort of LCAs throughout the year to brainstorm ideas, share best practices, and suggest improvements to Lang Center programming, outreach efforts, etc.
- LCAs will host one or more events or workshops to increase campus knowledge about Lang Center resources (i.e. study breaks, parlor parties, open house, etc). They will be paid for the hours required to host.
- LCAs will need to be available on at least one weekend a month for reservations on Friday, Saturday and Sunday to assist with set up/clean up and opening/closing the building. May be lessened depending on how many LCAs are hired.
- Provide information about the Lang Center for Civic and Social Responsibility and its programs to visitors of the Lang Center.
- Other duties as assigned.