

# FIND YOUR DIRECTION

## SERVICE-LEARNING

### Writing a Good Service-Learning Job Description

A job description fulfills TWO functions: first, it helps students to learn about your organization, and second, it helps students to learn about (and almost as importantly, imagine themselves IN) your available opportunity. Loyola offers community partners several ways to share available jobs, internships, and volunteer opportunities with our students:

- For recurring or “long-term” volunteer needs, consider posting on our **RamblerLink** system, maintained in partnership with the Career Development Center. Positions on RamblerLink are searchable by keyword, by industry, and by field, and can be marketed to specific groups of students (e.g. Social Work majors; seniors) if you so desire. **Posting on RamblerLink requires a FREE account from our Career Center.** Log into RamblerLink (or request an account) by visiting <https://luc-csm.symphlicity.com/employers/>.

There are several sections to a good job description. The following section names and descriptions match the position description categories on Loyola’s **RamblerLink** posting system.

**Job Title** – this should be as descriptive and specific as possible, for example: Client Intake Volunteer, Historical Archives Research Assistant, After-school Soccer Coach, Volunteer Nurse’s Aide

**Position Type** – for service-learning positions, select “Volunteer or Service-Learning Opportunity.” Note: You can also post internships, summer employment, and full- or part-time employment opportunities on **RamblerLink!**

**Learning Goals** – you can use this field to describe the skills or knowledge students might learn in this position that could be transferrable to other experiences or employment.

**Job Description** – Describe your organization’s mission and what your organization does (sometimes you can copy this from your website). You might mention who will supervise the student in his/her volunteer work. This is your chance to get the student excited about working with your organization, and to describe projects or other tasks which the student will do.

**Job Function** – What, if any, specific area(s) should the student be studying and/or have knowledge in to perform the duties of this position?

**Qualifications** – Use this field to specify any specific knowledge, skills, and qualities expected/desired in volunteers, including communication/language skills, computer or technology skills, etc.

**Hours per week/Days/Times** – If known, use this field to tell students when you’d *prefer* they volunteer

**Duration** – How **long** would you like the student to volunteer? NOTE: Although most service-learning classes require students to complete only 20-40 hours/semester (usually 10-12 weeks), you can require volunteers to do any minimum number of hours, per the needs of your organization.

**Compensation Details** – All service-learning positions should be *unpaid*

**Resume Receipt** – Use this field to tell **RamblerLink** how you would like to process applications for this opportunity.

- “E-mail” has students apply online, then sends you an email when the application is complete
- “Accumulate online” stores student applications online; you can download them from Ramblerlink at your convenience
- “Other (enter below)” allows you to specify how you would like students to submit applications to you directly (usually by means of your organization’s website or via email)

*Need help crafting or posting a volunteer job description? Contact us: [Experiential@luc.edu](mailto:Experiential@luc.edu) or 773.508.3366*