

Functions: NMSU Office of Service Learning and Civic Engagement

1. Count Student SL Hours from all classes for notation on their transcripts
2. Identify opportunities in the community for SL activities. Establish and maintain database of opportunities and classes with SL components.
3. Communicate these opportunities to faculty and students (i.e., recruitment, welcome, and orientation materials)
4. Establish criteria for the classes that would qualify for SL designation.
5. Manage liability issues of students being out in the community
6. Investigate and promote SL scholarship opportunities, i.e. calls for papers, conference presentations.
7. Act as a liaison between the community, the faculty, and the administration regarding all SL issues.
8. Identify and pursue funding opportunities for SL activities.
9. Conduct workshops on SL concepts, implementation, grading, and management in various kinds of classes for faculty in different disciplines.
10. Manage Americorps activities
11. Make an annual report regarding SL accomplishments, in the community and scholarly activities.
12. Coordinate with University Communications with appropriate press releases.