

# Allen College seeks to hire an AmeriCorps Service Member

The position will be staffed by an AmeriCorps service member who is assigned to Allen College.

Allen College offers educational healthcare programs of excellence to a diverse community while instilling the values of service, inclusion and lifelong learning. Our undergraduate programs include Nursing, Diagnostic Medical Sonography, Medical Imaging, Medical Laboratory Science, Public Health and Radiography, and our graduate programs include Nursing, Occupational Therapy, Physical Therapy and Education in Health Professions.

Learn more about Allen College at: [www.AllenCollege.edu](http://www.AllenCollege.edu)

Learn more about AmeriCorps at: <https://americorps.gov/>

In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at [report-2023.pdf \(allencollege.edu\)](http://report-2023.pdf(allencollege.edu)). A paper copy is available upon request.

Allen College is an Equal Opportunity Employer.

Allen College was recognized in The Chronicle of Higher Education as a Great College to Work For in 2023. Allen College was given Honor Roll status and received recognition in several categories including job satisfaction and support; compensation and benefits; mission and pride; supervisor/department chair effectiveness; confidence in senior leadership; faculty and staff well-being; shared governance; and faculty experience.

## Job Summary:

1. Work with the Center for Engagement, Learning and Leadership (CELL).
2. Participate in the Allen College Community Service committee.
3. Lead efforts to establish and promote service-learning as an important component of teaching and learning at Allen College.
4. Identify community agencies that may serve as sites for service-learning.
5. Advise students of opportunities for service-learning.
6. Identify and link students with agencies and organizations in the community that promote multicultural and healthy community experiences.
7. Coordinate service-learning experiences of Allen College students.
8. Participate in local, state, national, and international organizations and meetings that focus on service-learning and civic engagement.
9. Identify opportunities for support (financial and organizational) of service-learning, civic engagement and multi-cultural experiences and education.
10. Encourage collaboration among programs/departments.
11. Promote awareness of the community's needs and the college's ability to meet these needs through community education.
12. Coordinate peer involvement/mentorship in service-learning activities.
13. Coordinate completion of Community Benefit hours.
14. Demonstrate a commitment to the mission, vision, goals and values of Allen College and adheres to College policies, procedures and guidelines.
15. Demonstrate the UnityPoint Health FOCUS Values and Standards of Behaviors as well as adheres to policies, procedures and guidelines.
16. Work effectively with the daily mental and physical stresses of the job which includes, but not limited to meeting deadlines, attending meetings, completing compliance requirements, meeting, and working with staff, faculty, students and the public.



**Basic Eligibility:**

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements. Please certify that you meet the basic eligibility requirements:

- Be at least 18 years of age at the time of official enrollment, August 26, 2024.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree or equivalent work experience preferred.
- Be a U.S. Citizen, national or lawful permanent resident alien of the United States.
- AmeriCorps VISTA requires a review of the National Sex Offender Public Registry, maintained by the Department of Justice, before an AmeriCorps applicant can be approved for service. Any applicant's records found on this registry will result in deselection.
- The AmeriCorps VISTA program will also conduct a comprehensive criminal history check on all candidates.
- You may be provisionally sworn in as a member or leader until the adjudication process and research is completed. You must submit required information to AmeriCorps VISTA HQ and comply fully with this process or risk termination from service.
- Successful completion and clearance of required background checks including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check (including a state of residence check, if applicable)

**Salary & Benefits:**

This is an AmeriCorps full-time (1700 hours) position. AmeriCorps members serving in a full-time position receive a living stipend totaling \$22,500, which is paid out bi-weekly at approximately \$900 per pay period (pre-tax). Payment is coordinated by AmeriCorps.

As a member of AmeriCorps, all benefits are provided by AmeriCorps, including the option to enroll in a Health Insurance Plan available through the Corps Network. You can find more information about AmeriCorps benefits at: [here: https://americorps.gov/members-volunteers/your-benefits](https://americorps.gov/members-volunteers/your-benefits).

**Special Instructions to Applicants:**

Applicants will be asked to complete the online application through Allen College's web site and provide: a resume/cv, a cover, and contact information for three references.

All job offers are contingent upon satisfactory completion of a background check, satisfactory reference checks, and proof of work authorization, all of which will be conducted by AmeriCorps.

**For more information, contact:**

Dr. Jared Seliger, President

(319) 226-2015

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[www.AllenCollege.edu](http://www.AllenCollege.edu)

**To Apply:**

Applicants can apply at <https://forms.office.com/r/dsddUaPpHd>.