

# 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 excels at healthcare education. Our undergraduate programs include Nursing, Diagnostic Medical Sonography, Diagnostic Cardiac Sonography, Medical Imaging, Medical Laboratory Science, Public Health and Radiography; and our graduate programs include Master of Science in Nursing, Doctor of Nursing Practice, 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 [ASR Report-2024.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 2024. Allen College was given Honor Roll status and received recognition in several categories including: job satisfaction and support; compensation and benefits; professional development; confidence in senior leadership; faculty and staff well-being; shared governance; and faculty experience.

This position is a great opportunity for a dynamic individual who has career aspirations in non-profit leadership, higher education and/or service learning. This role will focus on working with Allen College's leadership on developing deeper relationships with area non-profit organizations that Allen College faculty, staff and students volunteer at. This opportunity will provide the AmeriCorps Service Member a unique opportunity to work in higher education and learn more about non-profit organizations.

**Position Title:** AmeriCorps

**Unit/Department:**

**FTE:** Full-time, 11-month term

**Start Date:** September 2, 2025

**End Date:** August 1, 2026

## **Position Summary:**

The AmeriCorps member serving at Allen College will support and expand campus-wide civic engagement initiatives through the Center for Engagement, Learning, and Leadership (CELL). This position focuses on developing, coordinating, and promoting service-learning programs that enrich student learning, foster meaningful community partnerships, and address local needs.

## **Key Responsibilities:**

1. Collaborate closely with CELL staff to advance the Center's mission and programming.
2. Actively participate in the Allen College Community Service Committee.

3. Lead efforts to integrate service-learning into the academic environment as a valued component of teaching and student development.
4. Identify and cultivate partnerships with community-based organizations to serve as service-learning sites.
5. Serve as a resource to students by advising them on service-learning and civic engagement opportunities.
6. Facilitate connections between students and community agencies that promote multicultural awareness and community health.
7. Coordinate and oversee the logistics of student service-learning experiences, ensuring alignment with academic goals and community needs.
8. Represent Allen College at local, state, national and international events related to service-learning and civic engagement.
9. Foster cross-departmental collaboration to strengthen community engagement efforts across academic programs.
10. Promote awareness of community issues and how Allen College can address them through education and service initiatives.
11. Organize and support peer-led mentorship and volunteer programs related to service-learning.
12. Assist in tracking and coordinating students' completion of community benefit hours.
13. Uphold and model the mission, vision, values, and policies of Allen College in all service activities.
14. Demonstrate and promote the UnityPoint Health FOCUS Values and Standards of Behavior.
15. Navigate the physical and mental demands of the position, including managing deadlines, participating in meetings and engaging with faculty, staff, students and the public in a professional and positive manner.

#### **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 17, 2025.
- 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 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 program will also conduct a comprehensive criminal history check on all candidates.
- You must submit required information to AmeriCorps 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. Members also receive an education award to be used for qualified student loans and/or to pay current educational expenses. The education award for FY24 is \$7,395.

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:

<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:***

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

**To Apply:**

Applicants can apply at <https://forms.office.com/r/Qn1x8UuMH5>.