

## DESCRIPTION OF ROLES OF INSTITUTIONAL CONTACTS



North Carolina Campus Compact requests all member institutions designate various contacts in order for the Compact to share opportunities for your campus, to assist your campus in promoting relevant events or initiatives, and to build awareness of activities/initiatives across your engaged campus. Please share a copy of these descriptions with those you designate on your Institutional Contacts form. Thank you!

### **President's/Chancellor's role:**

- Support service, service-learning, and civic/community engagement activity on campus
- Attend relevant Presidential meetings
- Submit timely payment of dues
- Help to build the partnership of the Compact by sharing about benefits with non-member presidents and chancellors, as well as with others who may want to support the vision

### **President/Chancellor Executive Assistant or staff contact:**

- Assist the president or chancellor in maximizing the benefit of resources and services available from North Carolina and national Campus Compact
- Receive copies of requests of the president and chancellor to ensure a timely response when requested
- Maintain contact with and awareness of staff and faculty who promote civic engagement activities
- Distribute resource materials received from NC or national Campus Compact to appropriate offices

### **Civic/Community Liaisons to NC Campus Compact** (individuals who works directly with students, staff, faculty, and/or community partners on civic engagement/community service/service-learning efforts):

- Receive and share NC Campus Compact information in order to ensure participation in NC and national Campus Compact events and initiatives and to ensure that the campus is benefiting by the opportunities (i.e., awards, grants, resources) available
- Forward information about campus engagement efforts to NC Campus Compact so they can highlight the campus statewide and nationally
- Complete the annual member survey and communicates with the press contact and others on campus regarding the use and distribution of aggregate results documenting the depth, breadth, and value of campus engagement efforts
- Initiate appropriate grant applications related to campus engagement that fit with the vision and goals of campus engagement on your campus
- Serve as liaison to faculty involved in decision-making regarding service-learning and the curriculum
- Assist in promoting NC Campus Compact opportunities for faculty, including conferences, contribution to the online journal, and research
- Provide information on campus service-learning efforts, including syllabi, faculty development initiatives, and research on the effects of service-learning, for inclusion in state and national databases and publications

- Suggest other ways that institution can benefit from and contribute to the NC Campus Compact partnership

**Communications/Media contact:**

- Work with campus, local, and national media to promote student, staff, faculty and alumni public service activities
- Provide copies of appropriate press releases and local media coverage to the NC Campus Compact offices for wider distribution
- Receive press releases and other information from NC Campus Compact on state and national engagement efforts that include the work of their campus. Recommend a quality photographer or videographer for appropriate events that can depict for the campus and NC Campus Compact campus engagement efforts

**Chief Academic Officer contact:**

- Provide leadership and implement academic policy for the institution, which may include facilitating integration of service into the academic curriculum
- Coordinate civic engagement with the Chief Student Affairs Officer to ensure centralized institutional efforts
- Provide leadership in promoting civic engagement and service-learning by sharing resources received and encouraging/supporting training and networking opportunities offered by NC and national Compact offices

**Chief Student Affairs Officer contact:**

- Provide leadership and implement policy related to student services for the institution, which may include community outreach, work-study, partnerships, etc.
- Coordinate civic/community engagement with the Chief Academic Officer to ensure centralized institutional efforts
- Receive and distribute resources for engaging students from NC and national Compact offices