



**OAKWOOD UNIVERSITY**  
*EMPLOYEE SERVICES/HUMAN RESOURCES*

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Community Service Assistant

**DEPARTMENT:** Health Community

**STATUS:** Regular Full-Time

**QUALIFICATIONS:**

*Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.*

- An earned college degree or equivalent.
- Experience working with the community.
- Strong writing skills.
- Strong Analytical, budget and assessment skills.

**BRIEF DESCRIPTION OF DUTIES:**

- Reports to the Community Service Manager.
- Assists with day to day activities of the Healthy Community programs.
- Maintains records for Mobile Market Pantry, Camp OAKS, Health Education, Teaching Kitchen, etc.
- Assists Manager with analysis of data and writing reports.
- Provide reports to the manager for improvement to programs and services.
- Supervise student health ambassadors and approved volunteers.
- Perform other related duties as assigned.



**SALARY:** Commensurate with education and experience

**POSTING DATE:** November 2022

**CLOSING DATE:** Opened until Filled.

**HOW TO APPLY:** Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

**REQUIRED DOCUMENTS:**

Completed Employment Application  
Vita/Resume  
Copy of Degree/transcript

Email: [Hroffice@oakwood.edu](mailto:Hroffice@oakwood.edu)

Oakwood University participates in 

**\*\*OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER\*\***

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