

	Job Responsibility	Percentage of Responsibility	Hrs/Week	Measures of Success	Status (Not Started, In Progress, Completed)	Expected Completion/ Completed Date	Self Assessment	Supervisor Assessment
		100%	35		Please comment on status for anything 'In Progress'		Add additional items to "Professional Development" section as needed	
Primary Job Responsibilities	Direction of Bonner Service Leaders Program	45%	15.75	Successful completion of all Bonner service days throughout academic year	Not Started	April 30 2018		
				Recruitment of 17-20 new members in Class of 2022 alongside Admissions, maintain relationship with financial aid and onboarding	Not Started	May 1 2018		
				Completion of updates to training calendar for Bonner throughout academic year in line with ACE wide Training calendar	Not Started	Rolling basis		
				Student case management - triaging challenges as needed and finding resources and support for students	Not Started	Rolling basis		
				Supervise 5 Program Associates	Not Started	Daily		
				Coordinate annual West Virginia trip	Not Started	August 3 2018		
				Creation and maintenance of service shuttle	Not Started	Daily		
				Support on Bonner student work study and payroll	Not Started	Weekly		
	Maintain relationship with Bonner network/Foundation through participation on Directors' Advisory Council and participation/presentations at national meetings and coordination of Bonner Congress	Not Started	Monthly					
	Direction of Bonner Service Leaders Partnership Development	5%	1.75	Check in on a monthly basis with Site Team Leaders	Not Started	Monthly basis		
				Partner phone calls as needed	Not Started	Monthly basis		
				Site visits twice per academic year	Not Started	Once per semester (October and March)		
				Recruitment and onboarding new Bonner partners as needed (with support of George)	Not Started	January 2018		
				Review and quality control of assignment descriptions	Not Started	September 2017		
	Direction of Global Service Internship Program	15%	5.25	Build relationship with Peacework to manage all logistics of travel - dates, flights, rosters, price, etc along with Cheryl	Not Started	September 2017		
				Collaborate with International Programs on training and partnership development opportunities (conferences, classes, and risk assessment)	Not Started	May 2018		
				Work with Ruth on designing and implementing class curriculum for preparation	Not Started	April 30 2018		
				Market program and recruit students to participate in program	Not Started	November 2017		
				Conducting assessment/impact study of program	Not Started	June 2018		
	Begin partnership development between Brown and Siena for plan implementation in Summer of 2019	Not Started						
	Certificate in Community Development Advising	5%	1.75	Meet with students on a regular basis for Certificate advising	Not Started	Rolling basis		
				Work with academic advisors as needed to support students in completion of certificate	Not Started	Rolling basis		
				Work with ACE staff to triage challenges or conduct academic planning with students if needed	Not Started	Rolling basis		
				Build partnerships with academic departments to continue to support students	Not Started	Rolling basis		
					Not Started			
	Summer Gear Up	5%	1.75	Support ACE admin committee/planning team on implementation of SGU 2018 along with ACE undergrad student team	Not Started	August 31 2018		
				Provide support in areas of programming, logistics, reflection, social aspects and service as needed	Not Started	August 31 2018		
				Supervise ACE student SGU planning team over summer	Not Started	August 31 2018		
Provide support during week long event				Not Started	August 31 2018			
Facilitate trainings as needed during SGU				Not Started	August 31 2018			
Girl Scout Support	10%	3.50	Support on planning of logistics of program	Not Started				
			Supervise students for special event planning	Not Started				
			Support students during weekly sessions	Not Started				
				Not Started				
Winter Retreat	5%	1.75	Support on planning of logistics and programming of event	Not Started	December 2017			
			Coordinate social activities as needed	Not Started	December 2017			
			Work with undergrad team on implementation of event	Not Started	January 2018			
			Support during Winter Retreat	Not Started	January 12-14 2018			
			Conduct bi-weekly meetings and prepare agendas	Not Started	Rolling basis			
			Take meeting notes	Not Started	Rolling basis			

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		100%	35		Please comment on status for anything 'In Progress'		Add additional items to "Professional Development" section as needed	
	Coordination of ACE Undergrad Team and ACE Undergrad Leadership Team	5%	1.75	Brainstorm and implement new version of Undergrad Leadership Team alongside Undergrad program coordinators/directors	Not Started	September 2017		
					Not Started			
					Not Started			
	Support on ACE Social Media, Capstones, PLAY Program Management and Week of Gratitude	5%	1.75	Support Chartu on ACE Social Media planning	Not Started	As needed		
				Support Undergrad staff on Capstone organization and quality review	Not Started	January - April 2018		
				Support Courtney on PLAY program management and transition plan	Not Started	Weekly basis		
				Build position description for PLAY Coordinator/VISTA/PG	Not Started	August 2017		
				Support on ACE Week of Gratitude planning	Not Started	January - April 2018		
Annual Performance Objectives	Semi-Annual CP Meetings (January and May)			Contact partners about events	Not Started	60 days prior to event		
				Work on logistics alongside George, Katie and Will	Not Started	60 days prior to event		
				Build and facilitate trainings during event as needed	Not Started	Month out from event		
				Conduct follow up with partners as needed	Not Started	Week after event		
						Not Started		
					Not Started			
					Not Started			
					Not Started			
Professional Development	Continuation of Master's classes at St. Rose			Complete 2 classes per semester at St Rose in HELA program	Not Started	Each semester		
				Earn all B's or above in all classes each semester	Not Started	Each semester		
				Share knowledge with staff that is relevant to our work	Not Started	Each semester		
					Not Started			
						Not Started		
Professional Development	Participate in ACE staff reading group on bi-monthly basis			Participate in all readings and incorporate knowledge gained into Bonner and GSI programming	Not Started	Rolling basis		
					Not Started			
					Not Started			
					Not Started			
						Not Started		