

**[Organization Name]**  
**Community Service Project Synopsis Agreement**  
**EXAMPLE**

Job Title: [Marketing Specialist]  
Reporting to: [Director, John Doe]  
Start Date: [September 15, 2014]  
End Date: [January 31, 2015]  
Hours: [Minimum of (4) hours per week]  
Agency/Location: [500 West County Line Road  
Tougaloo, MS 39174  
(601) 977-7763]

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**Purpose of the Position**

The Student Academic Success Center is working to increase the participation of students in Center offerings. The goal is to increase the office's presence on social media and to increase student engagement.

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**Responsibilities & Duties**

Student will design, proofread and handle the print production of information related to the Interdisciplinary Seminars, Community Service and other SASC activities. Also student will revise, create and manage content on social media sites of the SASC.

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**Goals**

- Increase the volume of website traffic on social media sites
- Create content that attracts attention and encourages readers to share it across their social networks
- Develop digital advertising for seminar and center activities
- Allow students to obtain information and feedback using Instagram, Facebook Twitter, and Youtube

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**Expectations**

- Provide and agree upon a weekly work schedule with the site supervisor.
- Report to the SASC each week on time as per the agreed upon schedule.
- Give advanced notice by phone if not able to work on a scheduled date.
- Take pride in your work and be professional and courteous at all times.
- Dress according to Tougaloo College's dress code for students.
- Submit community service forms, time sheets, etc., regularly for supervisor's signature.
- Seek to make the most of your service experience and ask questions when needed.
- Adhere to confidentiality standards as set by Tougaloo College,
- Treat everyone with dignity and respect.

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**Service Benefits**

- Fulfill current graduation requirements and improve the probability of acceptance into graduate schools.
- Gain knowledge pertaining to the area of college student retention.
- Receive first-hand experience in observing the rewarding impact that a career in higher education can provide
- Enhance your resume, curriculum vitae, and contribute to team efforts.
- Gain general office skills.
- Gain experience in marketing and social media.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_