



Summer Fellowship 2020

In 1990, a group of UNC-Chapel Hill undergraduate students created the APPLES Service-Learning program, believing that service to the community could enhance their academic courses and expand the realm of learning far beyond the traditional classroom. APPLES is a program of the Carolina Center for Public Service, a pan-university center engaging and supporting the faculty, students and staff of the University of North Carolina at Chapel Hill in meeting the needs of North Carolina and beyond.

Each year, APPLES serves more than 2,200 UNC-Chapel Hill undergraduates and 125 community organizations through a variety of service-learning programs:

- Alternative Breaks
- Bryan Fellowships
- Service-Learning Courses
- Service-Learning Initiative
- Spring and Summer Internships

For more detailed information about APPLES, visit ccps.unc.edu.

Summer Fellowship

The Summer Fellow position will be supervised by the CCPS Senior Program Officer for Community Engagement and will work collaboratively with various CCPS staff. The Fellow will have the following responsibilities:

- Co-present with a staff member at summer orientation sessions to represent CCPS programs.
- Coordinate publicity for summer and early fall programs and events and compile and send out summer APPLES e-newsletters as needed.
- Provide administrative and logistical support for Service-Learning Initiative.
- Arrange for meeting space and other event planning requests.
- Sustain record-keeping and detailed systems to keep the office organized.
- Coordinate information and systems needed for CCPS deposits and refunds.
- Update APPLES Web pages and social media accounts (Facebook, Twitter, Instagram).
- Answer phones, greet walk-ins, respond to general emails and reply to phone messages.
- Engage with community partners through summer internship site visits and community partner orientation
- Assist with engaged faculty/staff consultation or events as needed
- Implement summer projects (various assignments will be identified).
- Participate in CCPS staff meetings and other activities.
- Perform basic office functions, including copying, mailing and filing.

Qualifications: Prior work experience in an office/business setting is preferred with priority given to students who have participated in an APPLES program. The summer fellow must be able to work effectively with a diverse group of people, as well as exhibit a professional and positive attitude. Strong verbal and written communication skills are required. A working knowledge of Word and Excel is required. Interested students should send a resume and cover letter to apples@unc.edu by Monday, March 16.

Dates of employment:	May 2020 – August 2020 (start and end dates are negotiable)
Hours:	Up to 35 hours a week for 10-12 weeks (350 hours total)
Payment:	\$10/hour (for a total of \$3,500 over the summer)