

Director, Service Learning/ Civic Engagement

FLSA Status: Exempt

Pay Grade: 23

Job Title ID: 111501

Job Series/Job Family: Academic Transfer & General & Developmental Education Series / Academic Program Support Family

Reports To

Vice President, Instruction

Job Purpose

To serve as the liaison among faculty, students, and community agencies to promote and facilitate service learning and civic engagement at ACC. The Director will assist faculty with incorporating SL into new and existing courses; build and maintain partnerships with community agencies; assist students with finding appropriate service sites and work with ACC departments, offices, and programs to promote civic engagement.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Develops and implements a systematic long-term plan for institutionalizing Service learning and Civic Engagement across all ACC campuses.
2. Identifies grant opportunities and works with the Grants Office to support Service Learning/Civic Engagement at ACC.
3. Establishes relationships with community partners, including site visits, memoranda of understanding, agency orientations, safety assurances, etc.
4. Serves as primary resource for faculty, staff and students in support of Service Learning/Civic Engagement; Ensures quality control; Serves as point of contact for problem-solving; Builds resource library.
5. Continually identifies additional disciplines willing to make commitment to Service Learning/Civic Engagement and provides support and training as appropriate.
6. Conducts orientations for students each semester.
7. Conducts orientations for faculty each semester.
8. Conducts ongoing and regular evaluation and assessment of Service Learning/Civic Engagement at ACC.
9. Develops and coordinates annual event to recognize significant achievement in Service Learning/Civic Engagement.
10. Attends conferences as appropriate.
11. Drafts Administrative Rule and Guidelines for Service Learning at ACC; Develops functioning Faculty Advisory Council for Service Learning/Civic Engagement.
12. Identifies and develops internal collaboration opportunities.
13. Identifies and develops collaboration opportunities with area colleges and universities.
14. Develops systematic marketing plan and maintains Service Learning web page.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Current issues and best practices in Service Learning and Civic Engagement.
- Service Learning program planning and development.

- Service Learning curriculum.
- Experience with community-campus partnerships.
- Supervisory principles, practices, and methods.
- Collaborative principles, practices and methods.
- Understanding of the community college mission and goals.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Two years experience in service learning activities.

Preferred

- College-level teaching experience.
- Two years of coordinator experience in the area of service-learning or civic engagement in higher education.

Education

Required

- Master's degree.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.