



POSITION ANNOUNCEMENT

Job Title: Director of Service Learning and Civic Engagement
Department: Office of Service Learning and Civic Engagement
Reports To: Vice President for Student Affairs and Mission Integration
Date Prepared: March 7, 2022

SUMMARY

This position is responsible for providing leadership, support, and resources to fulfill the University's mission for service-learning and civic engagement through collaboration between students, faculty, staff, and external partners. Advances the vision of campus-wide community service by facilitating co-curricular volunteer service experiences as well as curricular support for academic service-learning courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizes projects involving the University, service-oriented corporations, and non-profit community organizations to serve populations in need.
2. Oversees the campus efforts including the collection, organization and dispersion of items, advertising and community outreach, and serving as chair of the civic engagement advisory board.
3. Manages the service-learning course redesign process for faculty. Writes proposals and reviews new grant opportunities sponsored by Michigan Campus Compact, the Ford Fund, Michigan Community Service Commission, and other external funding sources.
4. Serves as an educator and advocate about the value of engaged learning, teaching, research, and service and to provide students with opportunities to participate in and develop lifelong skills related to civic engagement.
5. Conducts faculty, student and community agency training for service-learning programs. Presents to academic departments and classes, community agencies and other groups as requested to promote service-learning opportunities and benefits.
6. Develops partnerships and provides resources for faculty members interested in incorporating service-learning into their teaching and research. Provides technical assistance to faculty members teaching academic service-learning courses.
7. Submits project applications, develops annual project goals and objectives, attends required training, and monitors project cost-share. Facilitates recognition programs and awards for service-learning and volunteer activities.
8. Completes assessment and evaluation of service-learning experiences, programs and learning outcomes for student participants, service-learning designated courses and community agencies. Establishes annual goals and objectives in support of the Student Affairs, Mission Integration, and university strategic plans.
9. Maintains database of service-learning courses and volunteering for student organizations, faculty and staff. Utilizes Lyons Software Community Benefits Inventory for Social Accountability to record and manage community engagement data, and serves as an advocate for university wide usage of this program.
10. Designs professional development for community engagement data collection and management. Submits documentation for local, state, and national recognition of campus community engagement.
11. Leads the planning, coordination, and implementation of campus-wide service projects including, but not limited to Franciscan Day of Service, MLK Week of Service, MU Serve & Learn, and other service-centered activities.
12. Compiles quarterly reports and provides assessment results to external parties, including university-wide Mission Integration Reports, Community Benefits Report, etc.
13. Serves as a member of the Mission Core Team. Educates and acts as an advocate for advancing mission and core values throughout the University and external partners.
14. Represents the University at meetings of the Michigan Campus Compact and other external organizations, and may serve as a Board member.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of student workers and graduate assistants; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree in Education or related field required. Master's degree in Education, Higher Education Administration or related field, strongly preferred. Strong knowledge of community engagement (e.g., academic service-learning, co-curricular service, community-based internships, engaged research). Proven experience working with students, faculty, staff, community partners, and administrators. Excellent budgetary skills managing institutional and grant-based funds. Excellent interpersonal skills, including professional demeanor and ability to be a team player, organizational skills including ability to prioritize responsibilities, and meet deadlines. Exhibit strong oral and written communication skills. Experience using Qualtrics Online Survey Software is a plus. Excellent computer skills and working knowledge of Microsoft office required.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.