



Position Title:	Director	
Reports To:	Dean of Academic Affairs	
Department:	Center for Community Involvement	Job Code: 0128
Prepared By/Date:	Joshua Young/07-27-2009	Job Group: PEC
Approved By/Date:	Thomas Meyer/07-27-2009	Salary Grade: 16
Revised:	Jennifer C. Brito/8-6-2009	FLSA Status: Exempt

Summary:

The Director of the Center for Community Involvement is primarily responsible for promoting and supporting academic service learning, campus community partnerships, civic learning and civic engagement activities that inspire civic responsibility, enhance learning, and prepare students for a life of engaged citizenship.

Essential Duties and Responsibilities:

- Direct and guide academic service-learning and community engagement programs via college-wide infrastructure that includes 4 FT employees, 4 FT AmericorpsVISTs, 2 PT grant coordinators, 4 PT campus coordinators, 10 service-learning faculty coordinators, 12 community service FWS student assistants, and 30 America Reads FWS student tutors
- Oversee and manage CCI and America Reads FWS budgets
- Write and manage multiple grants
- Oversee and help lead professional development program to increase faculty understanding and expertise in service-learning
- Represent MDC at community meetings and with non-profit partnerships
- Prepare reports and award applications summarizing MDC's civic engagement accomplishments
- Promote and advocate for the ethnic of service, academic service-learning, and community partnerships
- Provide opportunities for students to learn and develop via service/civic engagement
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of understanding of community colleges and higher education
- Expertise in academic service-learning pedagogy and community-campus partnerships
- Skills in Written and verbal communication
- Interpersonal skills with budgeting and budget management
- Supervisory and leadership skills
- Grant writing expertise, presentation skills, computer skills with MS office applications
- Ability to track record of service and civic engagement and commitment to the common good
- Commitment to go above and beyond to get the job done
- Commitment to student and faculty development
- Commitment to community development

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in human services/student development/education field with experience in higher education administration and faculty development
- A minimum of at least three (3) years of experience related to student and faculty development, education, leadership, and service

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name