

Nazareth College
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**Human Resources
Department**

VACANCY ANNOUNCEMENT

July 29, 2009

Executive Director Center for Civic Engagement

Provides strategic direction, advocacy, program and resource development and coordination to the rich and varied curricular and co-curricular experiences through which the college connects to its surrounding community. Promotes civic engagement by providing educational opportunities and leadership development to students, faculty, and staff. Works with Institutional Advancement to develop funding for civic engagement initiatives.

RESPONSIBILITIES AND DUTIES

Administrative:

- Coordinate network of communication for college civic engagement constituencies
- Supervise the Director of the Professional Internship Program, Director of the Center for Service Learning, the Assistant Director for Community Service and the Program Specialist for Community Service
- Oversee systems of college-wide reporting/summaries to coincide with program planning and resource allocation
- Maintain systems of data collection and a database of agencies and partners that are inclusive of all curricular and co-curricular programs
- Manage Center for Civic Engagement budget
- Advocate for funding and staffing

Strategic Direction:

- Develop campus-wide approach to civic engagement expansion
- Oversee Civic Engagement Mission/Vision and strategic planning
- Support assessment of student learning through civic engagement
- Develop and implement systems for synthesizing program-generated assessment information
- Develop and implement systems of assessment-based planning for the Center for Civic Engagement

Advocacy:

- Interface with the public including elected officials, community agency leadership, philanthropic leaders, public officials, neighborhood groups
- Provide education and skills training for students, faculty and staff on topics related to civic engagement
- Promote leadership development in areas of civic engagement

Program and Resource Development:

- Direct requests to proper departments on campus
- Collaborate with and support departments with civic engagement projects
- Direct requests from the community to on-campus departments and on-campus requests and match them with off-campus resources
- Serve as an advisory, resource, and expert for civic engagement planning
- Collaborate with the Department of Institutional Advancement to develop funding to support projects
- Collaborate with the Department of Multicultural Affairs

QUALIFICATIONS

Minimum requirement of a Masters degree in Human Services, Higher Education Administration, Public Administration or appropriate academic discipline. Earned Doctorate preferred. A combination of ten years experience in the field of higher education and community service. Minimum three years of administration including grant and funding development.

Hours: Full Time – Full Year

Application Deadline is August 28, 2009.

Send cover letter, resume and three references to:

Department of Human Resources or email: humanresources@naz.edu
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4245 East Avenue
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