



Job Description

Job Title: Director Service-Learning **Grade:** L
Department: Student Life and Service-Learning **FLSA:** Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of highly complex professional and administrative functions related to Service-Learning including management of assigned staff on all campuses, planning and implementing services and initiatives, budget management, program evaluation and assessment, program marketing and promotion.

Characteristic Duties and Responsibilities:

1. Plans and implements co-curricular community service and volunteer initiatives.
2. Recruits students, determines placements, manages students, and maintains appropriate documentation for federal work-study students and other service/leadership/honors initiatives.
3. Develops marketing plan, maintains website content, oversees production of newsletters, and initiatives internal communication.
4. Supervises assigned professional and support staff, interns and work-study students.
5. Recruits, supports and assists instructional faculty in the incorporation of service-learning into their courses.
6. Recruits, supports, assists and coordinates site visits with community partners and local government agencies who accept CPCC students as service-learners.
7. Manages institutional budget allocated to the Service-Learning Center.
8. Schedules and coordinates classroom Service-Learning orientation sessions.
9. Plans and conducts on-going evaluation and assessment efforts.
10. Coordinates and facilitates meetings of the Service-Learning Steering Committee on regular intervals.
11. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Dean for Student Life and Service-Learning

Direction Given: Direct supervision and evaluation of work as a first-line supervisor over assigned staff

Minimum Requirements:

Bachelor's degree from an accredited college or university in education, student development or a related field and 4 years of work experience in student development, student services or related function at a higher education institution

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

July 2008



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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of current trends in service-learning
Skills in planning, implementing, promoting and evaluating programs and activities
Knowledge of principles and techniques of program assessment and evaluation
Strong budget management skills
Strong communications skills, both oral and written, as well as the ability to communicate effectively in an intercultural environment
Knowledge of and skills in the marketing and promotion of programs
Knowledge of legal and ethical issues in student development.
Computer skills in Microsoft Office Suite
Leadership and supervisory skills
Ability to focus on several priorities
Strong organizational skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse; occasional evening and weekend hours