

Title: Director of Civic Engagement & Student Leadership; Director of Bonner Program at Lindsey Wilson College

Position Reports to: Vice-President for Student Services and Dean of Students

Position Description:

Responsible for directing the Center for Civic Engagement & Student Leadership and directing the Bonner program – a community service leadership program.

Duties and Responsibilities:

1. Responsible for recruitment and selection of incoming Bonner students.
2. Responsible for contacting community leaders and organizations regarding volunteer opportunities and placements for the Bonner Program.
3. Responsible for planning and facilitation of Bonner Orientation every year.
4. Co-teach Introduction to Leadership Studies based on Kouzes and Posner's The Student Leadership Challenge.
5. Oversee completion of service hours for Bonner Scholar students; and, oversee the maintenance of BWBRS.
6. Oversee planning and facilitation of monthly all-Bonner meetings and class meetings. These consist of training and enrichment activities for our Bonner students.
7. Plan and organize alternative break service, including Fall Break trip for Juniors and Seniors, and Spring Break trip for Freshmen.
8. Coordinate summer of service placements for qualified Bonners.
9. Plan and organize L3 Leadership committee meetings and banquet, as well as annual L3 Leadership Symposium.
10. Supervise Bonner Coordinator and Bonner Student Leadership Team.
11. Prepare and conduct performance evaluations of Bonner Coordinator, Student Staff, Community Partners, Bonner Scholars, and Bonner Volunteers.
12. Prepare for and attend annual Bonner meetings: Summer Leadership Institute and Fall Directors Meeting.
13. Serve as liaison with the Bonner Foundation.

Qualifications:

1. Masters Required.
2. Experience in working with college students, familiarity with community organizations and partners, customer service oriented, able to handle multiple tasks, and be detailed oriented.
3. The ability to conduct training and enrichment activities, workshops, and presentations are a must.

