

University of Richmond

Position Description

(See instructions for assistance in completing document)

Position Title:	Associate Director, Student Engagement and Director, Bonner Scholars Program	Position No: 501469
Depart/Unit:	Bonner Center for Civic Engagement	Pay Grade:
Reports to:	Director, Bonner Center for Civic Engagement, 501710	
FLSA Status:	Exempt	Date Revised: 06-14-17

POSITION SUMMARY: (Summarize the general purpose of this position. This statement should give a brief overview of the basic purpose of the position.)

Develops and oversees programs, services, and initiatives designed to enhance student, staff, and alumni civic participation across a broad spectrum of civic engagement activities. Develops and oversees Bonner Scholars Program, leveraging Bonner best practices for students outside the program, and implementing Bonner Foundation requirements. Oversees student engagement team budget. Works as part of the CCE leadership team to develop and implement strategic plans and operating policies.

JOB DUTIES/RESPONSIBILITIES: (Generally 6 -12 items, include annual % of time typically spent performing each duty. Combine those duties with individual % of less than 5%. Total percentage = 100%. Be concise but clearly outline the basic components of the position conveying the scope and complexity of the assigned responsibilities as well as the level of assigned authority.)

Management (40%)

1. Directs and oversees all facets of CCE's co-curricular civic engagement programs and activities and the Bonner Scholars program and leads student engagement team; leads in the development and implementation of strategic plans, policies, and procedures; ensures all Foundation requirements and best practices are met.
2. Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement focusing on student development and civic engagement and the Bonner Scholars Program.
3. Oversees recruitment, training, supervision, and evaluation of staff.
4. Develops and manages annual budgets for the programs and ensures compliance with department and university policies and procedures.
5. Works as part of the CCE leadership team to develop, evaluate and implement CCE programs that enhance the student civic engagement experience.
6. Recommends and participates in the development of department and university policies and procedures; may serve on planning and policy-making committees.

Program Development (50%)

1. Supervises programs to enhance recruitment, retention, and full participation of students from diverse groups within the community, and to foster and support UR staff civic engagement.
2. Plans, implements, and evaluates support of Bonner Scholars, ensuring student success, program alignment, and high-impact internships placements that meet community needs; supports student engagement team members in the development and implementation of affiliated cornerstone events and programs.
3. Plans, develops, and implements programs and events, including identifying resources and preparing proposals.
4. Ensures alignment with other University units and peer institutions by taking lead role in developing relationships and establishing collaborations with university departments, regional and national academic institutions and UR faculty and staff.
5. Establishes strategies, protocols, and systems to monitor, assess, and enhance the effectiveness of existing and new programs.
6. Stays current on new trends and best practices in student development and co-curricular civic engagement and shares information with staff.

Communications (5%)

7. Represents the university in state and nation-wide dialogues and consortia on student development and co-curricular civic engagement, including the Bonner network.
8. Works with CCE Assistant Director of Communications to increase the visibility of the Bonner Scholars Program and student civic engagement more broadly on campus and in the greater Richmond community.

Miscellaneous (5%)

9. Performs miscellaneous job-related duties as assigned.

CONTACTS: (List those individuals or groups, outside the normal work group, the position regularly interfaces with and the purpose of that contact. Ex: Potential donors - to solicit donations.)

CCE leadership-- to set and implement student engagement team strategy

Bonner Foundation and Bonner network partners—to ensure compliance and to contribute to national best practices in civic engagement; liaison for BSP program at UR

Students—to educate about civic engagement, advise students on ways to integrate service with their academic course of study and careers, advise and mentor Bonner Scholars

Faculty—to find curricular connections for civic engagement and educational events

Alumni—to discuss CCE community engagement efforts and programs and recruit for involvement

Community partners—to address Bonner service problems as relevant; to extend invitations to participate as in CCE events

University Staff—to discuss volunteer opportunities for staff and CCE program offerings

Student Affairs Division leaders, including the VP for Student Development, Deans, Director of Living-Learning and Roadmap, Associate Director of Student Life, the Chaplaincy, the Office of International Education and Common Ground—to coordinate CCE's civic engagement efforts with initiatives across campus

Student development staff--to plan co-sponsored programs and develops trainings
Various Offices to coordinate, align, and track civic engagement opportunities, including Admissions, Athletics, Club Sports, Modlin Center for the Arts and University Museums, Admissions, Chaplaincy.

SUPERVISION EXERCISED: (Identify the type of supervisory responsibility that is expected from this position. (See instructions for definitions.)

Supervises the Assistant Director, Student Engagement and BSP; and Fellow, Student Engagement
May supervise student employees

WORKING CONDITIONS/PHYSICAL EFFORT: (Identify the working conditions and physical demands which relate to the job duties/responsibilities of the position.)

- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Work is normally performed in a typical interior/office work environment.
- Occasional nights and weekend work required.
- Occasional van driving required.

QUALIFICATIONS:

(List specific knowledge, skills, abilities, education and/or experience that would be required for entry into the position in each category shown below.)

Knowledge, skills & ability: (Ex: Entry level knowledge of accounts payable processes; Skill in the operation of carpentry hand and power tools; Ability to read, interpret, and apply policies and procedures.)

- Strong organizational skills required to balance a variety of tasks with a high degree of competency and accuracy; ability to manage multiple priorities
- Strong leadership and problem solving skills
- Effective verbal and written communication skills
- Strong knowledge of student development
- Knowledge of higher education
- Knowledge of civic engagement and community-based learning
- Proven track record of building, leading, motivating, and assessing diverse teams; hold employees accountable for individual results and drive overall effectiveness of team
- Ability to see across the organization, set strategy, and manage implementation
- Ability to collaborate and communicate across lines of difference
- Comfort interacting with individuals at all levels, both on the university campus and in the community
- Proficiency with technology, particularly Microsoft Office and Outlook

Education & experience: (List the specific education, years and type of experience required for entry into the position. Ex: High school graduation and 5 years of experience in providing administrative support function in an office setting.)

Master's Degree in Education (Student Development or Higher Education preferred) or related field, with
5 years plus experience leading, planning, and delivering student-development related programming in higher education setting.