



Ursinus College

Assistant Director of UCARE Job Description

Classification: Exempt/Salary

Reporting: Assistant Dean for Civic Engagement

Summary and Scope of Position:

The Assistant Director of UCARE (the Ursinus Center for Advocacy, Responsibility and Engagement) is a full-time professional staff member. The Assistant Director of UCARE's primary goal is to promote a culture of civic engagement on campus. The Assistant Director of UCARE reports to the Assistant Dean of Civic Engagement who reports to the Vice President of Student Affairs/Dean of Students.

Specific Responsibilities:

Community Partnerships

- Initiate and maintain partnerships with 30+ community partner organizations
 - Conduct quarterly site visits
 - Keep in regular contact with community partners via e-mail, phone, and in-person meetings to ensure a mutually beneficial relationship
 - Organize a Community Engagement Fair to be held on campus each fall

Program Coordination

- Oversee two highly-engaged service leadership programs: the Bonner Leaders and Scholars in Service
 - Serve as an advisor, coordinator and mentor to 30 Bonner Leaders and 15 Scholars in Service
 - Collaborate with Bonner senior interns in planning and leading a week-long Bonner Orientation before fall semester and a 2-day Bonner Orientation before spring semester
 - Plan a 1-day Scholars in Service Orientation before fall semester
 - Co-facilitate a weekly 1-credit Bonner class focusing on social justice and civic reflection
 - Lead bi-weekly Scholars in Service meetings on topics relating to social justice, leadership, and service
 - Recruit, interview, and select an incoming class of Bonner Leaders and Scholars in Service each spring
 - Serve as a chaperone on a week-long international Spring Break Bonner service trip
 - Organize and attend Saturday service days one to two times per month

Staff Supervision

- Guide a team of five student Service Fellows to develop and implement UCARE programming in a coordinated manner
- Recruit, interview, and select UCARE Service Fellows as needed

Promote a Campus Culture of Civic Engagement

- Collaborate with various offices on campus (e.g. Admissions, Alumni Affairs, Career and Professional Development, and Residence Life) to plan campus events and service days that align with their programming and goals
- Ensure consistent communication between UCARE and campus as a whole through UCARE's social media, website, and monthly newsletter
- Plan and facilitate campus-wide service and advocacy events, including First-Year Day of Service, Martin Luther King Day of Service, and Community Week
- Provide guidance to student organizations and individuals seeking to connect with service and advocacy opportunities

Faculty Support

- Implement a greater connection between service/civic engagement opportunities and academic course offerings
 - Serve as a thought partner for faculty in designing community-based learning courses
 - Provide supplemental course instruction on topics such as diversity, identities, and the strengths-based approach to social service
- Assist faculty in implementing a nationally-recognized college access program, the Double Discovery Program
- Serve as the point person on campus regarding education and compliance with Pennsylvania state policies surrounding Criminal History, Child Abuse, and FBI Fingerprinting clearances

Program Assessment

- Assist the Assistant Dean of Civic Engagement with ongoing data collection, program evaluation, and strategic planning
 - Assist in writing annual reports for both the College and the Bonner Foundation, as well as the annual application for the President's National Community Service Honor Roll
 - Facilitate the Data Lab process once per semester, engaging in collaborative assessment with student leaders, community partners, and Ursinus faculty and staff

Qualifications:

- Bachelor's Degree (Master's Degree preferred)
- Excellent Interpersonal and Communication Skills
- Prior Leadership Experience in Service/Civic Engagement Activities
- A Deep Understanding and Appreciation for the Mission of a Liberal Arts Education