



## Director of Servant Leadership Servant Leadership

SL/1

### JOB SUMMARY

This position is responsible for leadership development for student and faculty for service-learning programs, coordination of curricular community engagement, campus-community partnership development, and management of assessment and reporting activities.

### MAJOR DUTIES

- Responsible for major office programs including the Volunteer and Community Partnership Fair; Awards and Recognition Program; Local and Regional Days of Service; and Engagement Projects for students.
- Perform a variety of administrative responsibilities including production of the office newsletters, maintenance of our website, creation and maintenance of resource files, outreach and publicity activities, committee coordination, annual reporting.
- Supervise the Servant-Leadership program and student workers.
- Consults with faculty, deans and department chairs in order to provide support and direction in the development of service learning curriculum, as well as assist faculty, staff and students with the identification and development of appropriate community partnerships.
- Provide leadership in securing external grants and funding (both public and private).
- Responsible for maintaining a current inventory of community-based partners, student involvement, and service learning courses and experiences developed and offered.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of program management principles.
- Knowledge of budget management principles.
- Knowledge of student recruitment principles.
- Knowledge of college policies and procedures.
- Knowledge of theories, concepts and practices.
- Skill in project/process management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Vice President for Student Affairs assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the Campus Life procedures, the Student Handbook, and program and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied program management duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the college's Servant Leadership Program functions. Success in this position contributes to the recruitment of students and the training of students for leadership.

### **CONTACTS**

- Contacts are typically with co-workers, other college employees, students, potential students, parents, high school teachers and counselors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Recruiting and Program Coordinator (1).

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a Master's degree in a course of study related to the occupational field, Doctoral degree preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.