Memo to: College Community
From: Human Resources
Re: Open Position—PLEASE POST
Date: April 7, 2016

Position: Director, Foley Community Service Center

Summary Description: The Foley Community Service Center coordinates student service to the Mobile community, which is an integral component of the College’s mission to "form students to become responsible leaders in service to others." The Foley Community Service Center coordinates scholarship students, Federal Work Study, service-learning classes and volunteers. The Center partners with community agencies, currently runs five afterschool programs at middle and high schools, and offers an ESL program on the SHC campus. It is the director's responsibility to develop and coordinate these programs, as well as students' reflections on their service experience. The Director for the Foley Community Service Center reports to the Provost.

Description of Duties and Responsibilities:

Essential Functions

1. Coordinates the Spring Hill service scholarship program: selection of students, orientation, placement, supervision, and reflection activities.
2. Develops and coordinates service-learning classes and projects, including workshops and follow-up with faculty.
3. Manages the Community Based Federal Work Study program, recruits and supervises students.
4. Manages Foley Center direct service programs, currently including five afterschool tutorial programs and the ESL program.
5. Develops and maintains relations with community partners, including formal MOUs as appropriate.
6. Collects and reports participation and evaluation data for students serving in the community; prepares the application for the President’s Honor Roll each year.
7. Plans and carries out program assessment each year.
8. Applies for grants to support the programs.
9. Serves as an advocate for community engagement, service learning and social justice education on relevant committees and decision-making bodies.
10. Coordinates Spring Hill service programs with other programs on campus: Student Life, Campus Ministry, Alumni and others.

Required Knowledge, Skills, and Abilities: Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Understanding of and commitment to the mission of Jesuit higher education and the role of community-based learning in contributing to that mission.
2. Evidence of ability to work collaboratively and organize projects with people from a variety of backgrounds including community partners, students, professors and staff.
3. Strong oral, written and interpersonal communication skills.
4. Strong attention to detail in recordkeeping, data management, and outcomes-based assessment.
5. Good workflow management skills, including the ability to manage multiple long- and short-term schedules.
7. Ability to work outside of normal work hours as programs and partnerships may require.

Qualification Standards:

Education: Master’s Degree required. Some directly related experience may be substituted, in part, for education.

Experience: Minimum of five (5) years of experience in community engagement, service learning, teaching or partnership development within higher education. Also requires experience in partnering with non-profits.

Other Considerations:
- Hiring process includes, e.g., a criminal history background check.
- This person is considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

Position is open until filled. To apply, forward the following items to Patricia Davis, Human Resources; e-mail preferred: pdavis@shc.edu or Personnel Office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608.

- Cover Letter
- CV
- References
- Personal statement describing how the candidate's experiences have shaped his or her understanding of the role of community service in the education of undergraduate students.