Title: Director, Community Engagement

Essential Function

Under general supervision from a designated administrator, responsible for the daily operation of the Center for Community Engagement. Supervise staff, budget oversight, and write, secure and manage grants.

Characteristic Duties

- Manage all daily operations of the Center
- Develop and implement Center budget
- Secure and manage revenue streams that support the work of the Center.
- Represent the Center internally and externally.
- Collaborate with the Office of Provost, academic departments, non-profit and community agencies to develop community service opportunities.
- Collaborate with the Office of Provost to develop and support academically-based service learning classes and community engagement experiences.
- Initiate periodic evaluation of programs and services.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in Business, Social Work or related field. Experience must include at least three (3) years supervision.

Last updated: December 2009