

### **Minimum Qualifications**

- Master's degree from a regionally accredited institution in a discipline offered at Florida Gulf Coast University (FGCU).
- Minimum of three years experience designing and implementing service-learning courses at the postsecondary level.
- Demonstrates knowledge of service-learning theory and practice.

### **Preferred Qualifications**

- Doctoral degree from a regionally accredited institution in discipline offered at Florida Gulf Coast University (FGCU).
- Experience directing a service-learning program.
- Experience with national and/or regionally based non-profit organizations.
- A record of scholarship relevant to service-learning.
- Experience with promoting and marketing service-learning to the university and community.
- Experience with outcomes based assessment of service-learning.

### **General Summary Statement**

This full-time leadership position involves facilitating active, experiential education that enhances classroom learning while addressing community issues. The Director will be committed to serving the diverse needs of the University and surrounding communities and have a passion for training and program development in the areas of academic service-learning and community engagement. The director will assist faculty with the incorporation of service-learning and community engagement into new and existing courses; build and maintain partnerships with community agencies; assist students in finding appropriate service sites; and develop a program to support community-based research and community engaged scholarship.

### **Job Duties:**

- Serves as primary resource for faculty, staff, and students in support of service-learning/community engagement.
- Ensures quality control and consistency of the service-learning program.
- Establishes relationships with community partners, including site visits and agency orientations.
- Organizes an external advisory board for service-learning and civic engagement.

- Develops a strategic plan for institutionalizing service-learning and community engagement at FGCU.
- Serves as chairperson of the service-learning advisory council.
- Teaches one service-learning course per semester.
- Conducts outcome based assessment of service-learning courses and program.
- Keeps abreast of current trends in service-learning and incorporates best practices into service-learning program.
- Develops a marketing plan and maintains the service-learning website to promote service-learning/community engagement campus-wide.
- Develops and coordinates annual event to recognize significant achievement in service-learning/community engagement.
- Attends conferences and professional development activities as appropriate.
- Partners with the Office of Research and Sponsored Programs to identify and manage service-learning grants.
- Partners with the Teaching, Learning, and Assessment Initiative to provide faculty development programs on service-learning and civic engagement.
- Collaborates with the Office of Risk Management to develop and implement safety guidelines for service-learning program.

#### **Knowledge, Skills, and Abilities**

- Knowledge of current national issues and best practices in service-learning and civic engagement.
- Experience with developing and fostering community-campus partnerships.
- Superlative use of interpersonal and oral/written communication skills, including tact and diplomacy.
- Superlative use of organizational and planning skills with attention to detail and follow through.
- Demonstrated abilities in independent, creative, and innovative thinking.
- Demonstrated excellence in teaching and service-learning pedagogical skills.
- Experience with program review and outcomes-based assessment for service-learning.