

Director, Academic Community Engagement

Summary: Queens seeks an energetic and experienced professional to serve as Director of Academic Community Engagement. This position plays a central role in guaranteeing that all undergraduate students engage in high-quality civic and community engagement experiences as part of their academic coursework. Building on the existing civic engagement components of the University's nationally distinctive general education program, the director supports that program's work while also coordinating and enhancing civic and community engagement activities across the curriculum.

The director works directly and collaboratively with faculty and academic program leaders in all disciplinary areas to support community engagement activities in courses, including service learning. They serve as a liaison between these academic initiatives and Charlotte-area community partners with the goals of fostering meaningful student learning and deepening community well-being. The director is an important part of the University's campus civic engagement network which includes colleagues in various academic areas, student life, diversity and inclusion, holocaust education, and external relations, among others.

This is a full-time, 12-month administrative position reporting directly to the Assistant Provost for University Programs. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities:

- Serve as a liaison between faculty and community organizations in order to coordinate mutually beneficial academic-community partnerships.
- Consult with individual faculty to help identify community partners in the area of their academic interests and maintain awareness of larger Charlotte-area community initiatives with a focus on potential fit for Queens' academic-related activities.
- Assist faculty by managing and troubleshooting logistics of community activities, such as partnership agreements, transportation to sites, risk management issues, and student communication.
- Perform administrative duties in support of academic-community programs such as space reservations, supply orders, printing and collating materials, and event management.
- Collaborate with academic program directors, chairs, and deans to identify opportunities for supporting and growing community-engaged academic activities.
- Partner with academic units and the Center for the Advancement of Faculty Excellence to ensure faculty are aware of available resources and support.

- Work with the Office of External Relations as needed on execution of public-facing leadership events supported by Wells Fargo, such as Charlotte Businesswoman of the Year, Entrepreneurial Hall of Fame, or Learning Society sponsorships.
- Partner with the Learning Society on Common Read initiatives.
- Manage a budget including funding to support course-based community projects
- Partner with other campus offices to ensure community partnership information is current and accessible.
- Prepare annual reports that communicate work and progress with key stakeholders.
- Share results broadly on and off campus in order to demonstrate the positive benefits of community-based learning for the Queens student experience and organizational partners.
- Develop strategies for recognizing students, faculty, and organizations exemplifying excellence in their Queens-community partnerships.
- Serve as the University's representative to national and regional service-learning and community service organizations such as Campus Compact.

Non-Essential Duties:

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge, and Skills Required:

- 3-5 years prior experience facilitating community-based initiatives in higher education, non-profit or industry sectors.
- Demonstrated ability to work collaboratively and successfully across different areas to accomplish organizational level initiatives.
- Demonstrated commitment to community service and improvement.
- Intercultural competence and a demonstrated passion for working with diverse populations.
- Ability to work independently and as a member of team.
- Ability to represent the University on campus and in the community with a strong professional presence.
- Excellent interpersonal and communication skills.
- Strong organizational and planning skills with attention to detail and follow-through.
- Earned bachelor's degree or equivalent combination of education and experience; master's degree preferred.

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**DIR-ACE**" and **YOUR NAME** in your email Subject Line.

(**Example:** DIR-ACE Shawn Frances)

Review of submissions will begin on August 15, 2021, and continue until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% of the time.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in office and clinic environment, involving contact with faculty, staff, students, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.
- This position requires occasional evening and/or weekend hours to achieve objectives.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.