ASSISTANT DIRECTOR OF SERVICE-LEARNING (FULL-TIME)

STUDENT LIFE

HIRING RANGE: $32,867 - $34,800

Application review will begin on October 5, 2012. The position will remain open and applications reviewed until the position is filled.

FUNCTION:
Reporting to the director of service-learning and community engagement, assists in providing direction and support for Whitworth’s service-learning program and other service-related campus initiatives; provides direct services to students and faculty in support of service-learning placements.

RESPONSIBILITIES AND RELATED DUTIES:
A. Oversees the training, placement and supervision of students enrolled in service-learning courses.
   1. Works with the director to nurture and maintain relationships with community partners to develop mutually beneficial service-learning projects for students.
   2. Consults with and supports faculty to help incorporate meaningful service placements in courses and to ensure service experiences fulfill class learning goals.
   3. Advises students in making appropriate service-based placements, tailoring the needs of the student with the goals of the faculty member and academic course objectives.
   4. Conducts follow-up with students in service-learning placements.
   5. Oversees assessment of course-based service experiences.

B. Organizes and implements campus-wide initiatives in support of service-learning.
   1. Coordinates and carries out the Whitworth service-learning fair by collaborating with campus departments and community partners.
   2. Organizes and/or participates in other service-learning-related initiatives as requested.
   3. Working with the director and other offices as necessary, monitors the budget of a variety of service-learning initiatives.

C. Works with the director to implement grant-based programs.
   1. Is available at the request of the director to provide professional-level support to grant-based programs.

D. Works with the director to create regular reports on service-learning activities.

E. Represents Whitworth on campus and at community and national levels in support of the program.
   1. Serves as a member of the university’s service-learning strategic planning committee.
   2. Participates in regional and national service-learning organizations.

F. Other duties as assigned.
QUALIFICATIONS, SKILLS AND ABILITIES:
1. Bachelor’s degree and two years of applicable experience
2. Effective oral and written communication skills
3. Effective interpersonal and organizational skills
4. Experience/proficiency in using computers for word processing and data base management
5. Ability to work effectively as part of a team
6. Ability to establish and maintain good working relationships with faculty, staff, students and community agencies
7. Willingness and availability to work after hours as needed to meet deadlines or participate in meetings
8. Ability to meet the physical requirements of the position
   ✓ Ability to lift up to 20 pounds as needed
   ✓ Ability to sit for extended periods of time
   ✓ Ability to sit, bend, kneel, stoop and lift as needed for routine office work
   ✓ Extensive wrist and hand movements required as related to keyboarding
   ✓ Ability to be mobile campus wide for appropriate business needs
9. A personal commitment to the Christian faith
10. The ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation or religious belief
11. An active commitment to equal opportunity
12. A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian Church (USA)
13. Background check required

APPLICATION PROCESS:
The following documents are required to complete the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.