



Job Description Classification

**Director, Nonprofit Management Studies & Center for
Service Learning
VSC UP SUP Bargaining Unit**

**Grade 14
Exempt**

BASIC FUNCTION

Directs all aspects of the interdisciplinary certificate program to ensure adherence to national standards and requirements through its affiliation with American Humanities, Inc, as well as meeting grant requirements. Responsibilities include cultivating and maintaining national and local relationships with nonprofit and professional organizations and foundations to develop and implement new services, research opportunities and community education programs. The Director will also oversee and monitor all functions of the Center for Service Learning.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Direct and coordinate student recruitment and retention strategies, including all counseling and advising functions, to ensure quality of certification and student experience.
- Cultivate and maintain relationships with national and local nonprofit and professional organizations to promote and advocate for student internship and employment placement.
- Initiate connections with academic departments regarding recruitment and advising.
- Direct and coordinate through active leadership, the American Humanities program's co-curricular requirement such as the annual Management Institute, awards banquet, workshops and retreats to meet student certification requirements.
- Plan, develop and administer all aspects of interdisciplinary academic requirements to meet student certification requirements.
- Identify relevant courses and develop and maintain a curriculum which meets the expectations of entry level professional leadership positions;
- Teach academic courses.
- Monitor internship placements related to the American Humanities program.
- Identify and recruit qualified adjunct faculty to teach nonprofit courses.

- Direct and coordinate marketing and public awareness functions within and beyond the Vermont State College system through the appropriate communication vehicles to foster awareness of the American Humanities program and co-curricular programs related to student career preparation.
- Develop and maintain a positive relationship and image with community based youth and human service organizations, local institutions and community leaders through an active Advisory Board/Community Council.
- Target local agencies for recruitment and placement of students.
- Facilitate the development and implementation of new services, research opportunities, educational programs, and additional ways in which AH may expand and enhance relationships with all of its constituents.
- Annually assess the program in meeting desired outcomes expected by the university and American Humanities, Inc. in their affiliation agreement and prepare annual reports to the university, funders and community.
- Develop and administer a plan of action for any shortcomings.
- Direct and coordinate appropriate records and contracts; maintain records for American Humanities, Inc. and for the purposes of the university on enrollment and graduate information.
- Cultivate and solicit through appropriate channels, foundation and corporate support for student scholarships and program operations.
- Prepare and monitor annual budget, coordinating multiple funding streams and accounts.

SUPERVISION EXERCISED

Supervision of Coordinator of Community Services, graduate assistants, AmeriCorps members, student leaders and work study students.

SUPERVISION RECEIVED

Direct supervision is received from the Dean of Students.

MINIMUM QUALIFICATIONS

Masters degree and professional licensure or certification plus 3 to five years of experience in related field.

- Ability to work collaboratively and in interdisciplinary capacity.
- Strong and effective interpersonal and written communication skills
- Good organizational skills
- Direct supervisory experience.