



Job Classification Description

DIRECTOR OF THE ROBERT T. STAFFORD CENTER FOR THE SUPPORT AND STUDY OF THE COMMUNITY/CSC GRADE 13 VSC UP – SUP Bargaining Unit EXEMPT

BASIC FUNCTION

Direct and manage the Robert T. Stafford Center for the Support and Study of the Community (The Center) to meet its goals and objectives. The Center strives to lead members of the Castleton State College community toward a heightened sense of social responsibility and toward a lifelong commitment to their local, national and global communities. This is done by providing a variety of opportunities where learning is achieved by directly applying knowledge gained in the classroom, community service, internships and service-learning initiatives.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate and oversee institutional Service Learning planning that includes credit-bearing educational experiences for students participating in organized service activities for the community to gain an enhanced sense of civic responsibility.
- Coordinate with faculty to identify viable external agencies, corporations and organizations to provide a variety of credit-worthy internship opportunities.
- Involve new faculty and recruit current faculty to participate in Service Learning programs. Assist faculty with utilization of service-learning pedagogy.
- Create and implement professional development activities for faculty, students, staff and community partners.
- Lead College's academic and institutional policies that encourage service-learning.
- Coordinate placement and support of student service-learners into the community.
- Plan and conduct new student Community Service Orientation Program.
- Provide information and training to campus personnel on community service, internship and service-learning opportunities.
- Keep abreast of current developments and resource materials in service-learning and community service.

- Serve as liaison with local, state and national community service organizations, included Campus Compact and Vermont Campus Compact.
- Develop and administer policies, procedures and guidelines in accordance with student needs and institutional guidelines.
- Coordinate efforts between Financial Aid Office and Federal Work-Study Program eligible students.
- Prepare and submit civic engagement grants.
- Assist Academic Support Center with grant compliance.
- Plan, develop, implement and administer student academic internship program.
- Regularly report on service learning and community service activities.
- Assist Career Development Director with Common Hour presentations on Castleton's four-year Career Development Program, the planning and operation of two of the state's largest Career Fairs and identifying and assisting First Generation students.
- Assist with the campus-wide implementation of the American Democracy Project.
- Provide leadership and supervision in all aspects of the Center, including, but not limited to providing direct supervision to Center staff, assist in hiring, training and evaluating staff, oversee Center's budget and endowments, maintain records, reports, documentation and correspondence of Center's services and community impact.

SUPERVISION RECEIVED

Direction is received from the Associate Academic Dean.

SUPERVISION EXERCISED

Administrative and functional supervision of one to two departmental staff, as well as, a large number of student assistants.

MINIMUM QUALIFICATIONS

Masters degree in counseling, student personnel or appropriate discipline, plus three to five years relevant experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong leadership skills and program management experience, especially in a small college setting.
- Appreciation to the importance of civic engagement and service.
- Familiarity with service-learning pedagogy.
- Familiarity with theory and methods used in experiential learning.
- Familiarity with community service agencies and social policies.
- Excellent communication skills, including oral and written.
- Strong administrative and counseling/advising skills.

Director, Robert T. Stafford Center
September 27, 2004

- Ability to deal effectively with students, faculty, staff, community partners, alumni and others outside the College in carrying out the coordinating, advising and educational aspects of the job.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.