UNIVERSITY OF RHODE ISLAND
Position Description

Title: Coordinator, Feinstein Center for Service Learning

Division: Academic Affairs (University College)

Reports To: Coordinator, Internships and Experiential Education, University College

Grade: 9

Supervises: Clerical Support Staff - Jumpstart URI (Full-time professional staff and students)
Clearinghouse for Volunteers (graduate assistant and undergraduate students)
Service Learning Mentor Program (Full-time Americorps VISTA)
Full-time student intern

Basic Function:

Develop and implement service learning programs and academic initiatives for students, faculty and the University community.

Essential Duties and Responsibilities:

Develop, implement, and evaluate service-learning experiences for students enrolled in URI 101 freshman seminar through the Feinstein Enriching America Program.

Supervise the staff and programs of the Clearinghouse for Volunteers.

Supervise Jumpstart URI and other service learning programs that are coordinated through the Feinstein Center. Serve as the Jumpstart URI Campus Champion to Jumpstart.

Supervise the Feinstein Scholarships program.

Promote service learning to students, faculty, staff and the greater URI community.

Direct the Feinstein Engaged Department program and prepare yearly report.

Develop programs to connect learning, leadership, and service for students and encourage a sense of social responsibility and civic engagement (for example, AmeriCorps Scholarships for Service, Freshman Service Scholars, community based research, careers for the common good, international service and service-learning, Raise Your Voice civic engagement campaign, etc).

Write research grants to seek outside sources of funds.

Plan campus events, particularly for undergraduates, to highlight the importance of service learning and volunteerism.
Organize workshops for faculty on how to incorporate service learning into courses.

Provide assistance to individual faculty in finding community partners for service learning projects for their appropriate courses.

Maintain a body of current resources on service learning.

Assess/evaluate service programs.

Serve as a member of the Rhode Island Campus Compact committee.

Prepare the Center’s two yearly reports to the Feinstein Foundation and interact with the Foundation as needed.

Assist with the selection and training of URI 101 service learning mentors.

Assist with the training of URI 101 mentors. Teach a section of URI 101 in the fall semester.

Survey the faculty each year to update the number of service learning courses listed in the course catalog.

Maintain and expand community partnerships.

Other Duties and Responsibilities:

As assigned.

Licenses, Tools, and Equipment:

Personal computers, printers, word processing, database management and spreadsheet software.

Environmental Conditions:

This position is not substantially exposed to adverse environmental conditions.

Qualifications:

Bachelor’s degree required, master’s degree preferred, with a minimum of 2 years of related experience in organization, event, or volunteer service management. The following are also required: personal commitment to community and service learning; experience working with college students for civic engagement; proven experience managing details of program planning and execution; experience recruiting, supervising, managing professional staff, college students and/or volunteers; demonstrated effectiveness in coordinating and organizing events and programs; proven ability to establish effective relationships; exceptional written and verbal communication skills; computer skills with spreadsheets and database management. Must be detail oriented, and have exceptional organizational skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES