

**Job Code.....100677**

**Position #: (PSA) (E)...**

**Developed by:...KS**

**Reviewed by:...KS, LK**

**Date: 7/01; 5/06; 2/07; 7/18**

**UNIVERSITY OF RHODE ISLAND  
Position Description**

**Title:** Coordinator, Community Engagement  
**Division:** Academic Affairs (University College)  
**Reports To:** Assistant Director of Experiential Education, CCEE  
**Grade:** 10  
**Supervises:** Student Staff, Graduate Interns

**Basic Function:**

Develop and implement service learning programs and community engagement initiatives for students, faculty and the University community. Maintain excellent relationships with campus and community partners to support on campus jobs and off campus service opportunities. Plan and manage all aspects of Alternative Spring Break. Maintain, assess, and track a Clearinghouse for Volunteer opportunities and market accordingly. Collaborate with community partners in financial support and marketing of the career closet. Outreach to and collaborate with other campus departments engaged in service and community initiatives. Prepare and execute the careers for the common good and on campus job fair events. Oversee and mentor student leaders in CCEE.

**Essential Duties and Responsibilities:**

Advise Alternative Spring Break.

Recruit and train trip advisors (professional staff).

Manage trip leaders (students).

Teach ASB leader course.

Interview, hire, instruct ASB students.

Advise URI SAVES Volunteer club.

Approve employer volunteer postings on RhodyNet.

Plan and manage the Volunteer and Careers for the Common Good Fair.

Compile data to complete university wide civic engagement reports.

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Serve on campus/community partnership committees and/or consult for service programs as needed, i.e. URI & South County Habitat for Humanity Partnership Committee, Rhody Outpost Food Pantry.

Organize and maintain public relations and media productions for office including updates to website, social media, promotional materials and press releases.

Supervise the staff and programs of the Clearinghouse for Volunteers.

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

Collaborate with Assistant Director for Experiential Education and Experiential Coordinators to support faculty across campus in integrating community outreach and service learning into curriculum.

Develop programs to connect learning, leadership, and service for students and encourage a sense of social responsibility and civic engagement (for example, community based research, careers for the common good, international service and service learning, etc.)

Write research grants to seek outside sources of funding to support service.

Plan campus events, particularly for undergraduates, to highlight the importance of service learning and volunteerism.

Assess/evaluate service programs.

Serve as a member of the Campus Compact for Southern New England committee.

Assist with the training of URI 101 mentors.

Teach a section of URI 101 in the fall semester.

Career Closet management; including: Increase sponsorship, Partner with TD scholars to support purchase of new suits, and, Partner with Textiles for career closet internships and fashion show.

Maintain and expand community partnerships.

On campus jobs and internships logistics: including: Work with on campus supervisors to provide support and resources, Partner with enrollment services to market opportunities, and, create an on-campus job fair.

Oversight of student leaders in CCEE; including: Post student hiring in e-campus, Manage front desk students, and Recruit ambassadors, interns, and front desk students.

### **Other Duties and Responsibilities:**

Perform other duties as assigned.

### **Licenses, Tools, and Equipment:**

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

### **Environmental Conditions:**

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This position is not substantially exposed to adverse re environmental conditions.

**Qualifications:**

**REQUIRED:** Bachelor's degree; Minimum of five years of related experience in organization, event, or volunteer service management; Demonstrated ability to work with diverse groups/populations; Demonstrated experience in program development, and management; Demonstrated experience recruiting and training; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated experience with spreadsheet, Google drive, and database management.

**PREFERRED:** Master's degree in higher education related field; Demonstrated attention to detail and organizational skills; Demonstrated ability to work collaboratively; Demonstrated ability to work in a fast-paced environment; Demonstrated experience with assessment and evaluation; and, Demonstrated experience leading civic engagement programs or alternative spring breaks

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