



## ASSISTANT DIRECTOR FOR STUDENT and COMMUNITY ENGAGEMENT

### *Student Leadership, Involvement and Community Engagement*

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#### **POSITION SUMMARY**

Occidental College is committed to educating its students to be global citizens who are committed to engagement and social justice. Community engagement is central to the way the College realizes its mission.

The Assistant Director for Community Engagement will report to the Associate Dean to support co-curricular activities on and off campus. This position will also serve as a liaison to the Partnership for Community Engagement. The position requires a passion for and dedication to social justice issues, a desire to support responsible engagement of Occidental students and faculty with local community organizations, and a deep understanding of how the intersections between institutions, students, faculty, staff and community members contribute to that endeavor.

#### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

##### ***Programming (40%)***

- Assist in managing community engagement programs (including OxyConnects, Alternative Spring Break and the Social Justice Initiative) including some budget management.
- Supervise and coordinate training of student staff.
- Manage special events such as speakers, etc.
- Support responsible engagement of Occidental students with local community organizations, and assist Student Affairs staff in integrating co-curricular service-learning opportunities within their units.
- Serve as liaison to community partners.
- Conduct evaluation and assessment.
- Provide outreach, guidance and support for student service clubs.
- With the Associate Dean and the Dean of Students Office, work with Institutional Advancement colleagues to identify key prospects and assist in writing and developing grant proposals.

##### ***General (10%)***

- Represent SLICE on various Student Affairs, inter-divisional, and campus-wide committees and programs.
- Provide general office support and perform administrative functions for SLICE and the Division of Student Affairs.
- Assist with SLICE events and programs.
- Other duties, as assigned.

### **Partnership for Community Engagement (50%)**

- Collect and analyze data relating to on-campus community engagement and community partnerships across campus.
- Coordinate meetings and projects of the Partnership for Community Engagement.
- Market and oversee communications related to community engagement including social media.
- Serve as liaison between SLICE, CCBL and UEPI.
- Other duties as assigned.

### **QUALIFICATIONS**

- Master's degree is required with 1-2 years' experience working with diverse community groups on social justice issues.
- Must be organized and self-starting with outstanding written, oral, research and analytical skills, and a willingness to learn quickly.
- Ability to manage multiple projects simultaneously, work independently and collaboratively as part of a team.
- Knowledge of and experience with the non-profit community and educational institutions in Los Angeles is strongly preferred.
- Experience administering civic/community engagement programming and university/community collaborations within a higher education setting is strongly preferred.
- Must have a commitment to the mission of the liberal arts college, and commitment to community engagement and social justice issues.
- Excellent computer skills and ability to use word processing, data management and web software.
- Have a valid driver's license and be comfortable driving 7-8 passenger van.

### **APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to [resumes@oxy.edu](mailto:resumes@oxy.edu). Review of applications will begin February 18, 2019.

*As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*