



Program Associate Do Good Institute

Posted Date: July 2019

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by August 4, for best consideration



Do Good Institute

Inspiring Action. Powering Impact.

Remember that college experience or course that changed you? The one that got you excited about learning and what you wanted to do with your life? Imagine a campus where most of your college experiences were that inspiring and enabled you to Do Good™.

The Do Good Institute serves as the catalyst to transform the University of Maryland into the nation's first Do Good Campus, where students are inspired to take action and spur innovations and solutions that tackle today's social issues. The Institute, housed in the School of Public Policy, works across campus and provides opportunities for all University of Maryland students to immerse themselves with and address significant social issues through hands-on learning, experiential opportunities, study abroad programs, and more.

By introducing all Maryland students to experiences from orientation to graduation, the Institute will inspire them to engage in effective, impactful efforts and social innovations so they graduate equipped and motivated to do good in their careers, their communities, and the world.

Program Associate Position Overview

As part of the Do Good Institute, the Program Associate will coordinate a suite of services and programs to equip students with the skills, experiences, and resources that result in a lifelong commitment to social impact. This position is responsible for the coordination and implementation of a number of Do Good Campus efforts, including the annual campus-wide Do Good Challenge, a social impact competition involving over 100+ student teams. The Program Associate will develop and deliver workshops and community-building events, provide advising and support for students and student teams, and assist with other initiatives that support the campus-wide extension of the Do Good Campus.

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Position Summary

Essential Duties and Responsibilities

Program Coordination (45%)

Coordinate the planning, implementation, and evaluation of an annual campus-wide, social impact competition (i.e. Do Good Challenge and associated programming) involving 100+ interdisciplinary student teams, including overseeing a multi-round application process including but not limited to: interviews, application review and selection, judge recruitment, semi-finals, showcase, and finals. Oversee communication and outreach efforts (presentations, e-newsletters, website pages), operations and finances (budget, expenses, student award disbursements), and administration (scheduling, contracts, catering) for the Do Good Challenge and associated programming.

Workshops, Events, and Resources (20%)

Design and deploy skills workshops (information sessions, writing workshops, advising sessions), community-building events (networking opportunities, pitch events, awards celebration, poster sessions), and resource materials (handbooks, templates). Provide in-class sessions or modules for affiliated faculty and living-learning partners.

Student and Alumni Advising/Coaching/Mentoring (15%)

Support and advise current and alum organizations/chapters/teams to promote the growth and development of student-led projects, programs, nonprofits, and socially-minded enterprises. Host walk-in appointments and office hours.

Other Do Good Campus Efforts (20%)

This position is part of the Do Good Campus team, a campus-wide effort to engage every student at UMD in experiences, skill building, and opportunities to do good as students and alumni. Associate will support the Do Good Campus and the Program Manager, providing as needed implementation support of other Institute efforts.

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Qualifications and Experience

Minimum Qualifications

Education

- Bachelor's degree required

Experience

- One to two years of relevant professional work experience (or equivalent education such as a Master's degree) preferably in higher education, nonprofits, or social sector)

Knowledge, Skills, Abilities

- Excellent organizational and project management skills to manage multiple deadlines and details
- Strong relationship building and interpersonal skills to communicate effectively with all levels of stakeholders, staff, faculty, and particularly students
- Strong public speaking and presentations skills
- Solid writing, editing, proofreading skills
- Ability to work independently, as well as cooperatively and strategically in a team environment
- Demonstrated ability to independently set priorities effectively when faced with multiple and competing demands

How to Apply

- Visit ejobs.umd.edu/postings/71586 for the official position description
- Create an account, fill in all fields, upload your resume, cover letter and list of references
- Submit your application. Best consideration date is Sunday, August 4, but will remain open until filled

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University of Maryland

About University of Maryland

Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Diversity and Equity

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.



SCHOOL OF
PUBLIC POLICY

DO GOOD INSTITUTE