

**Title:** Director of CLAS Center for Experiential Learning

**Department:** CLAS Center for Experiential Learning

### **POSITION OVERVIEW**

This position is the key administrator who sets strategic direction, oversees all operational, financial, and administrative responsibilities for programs of the CLAS Center for Experiential Learning, the GVSU Regional Math and Science Center, and other PK-12 and community engagement efforts. In collaboration with the dean of the college, this position will participate in the strategic decision-making and will serve as an expert in experiential learning and PK-12 and community engagement.

### **PRIMARY DUTIES**

1. Act as key administrator and educator responsible for strategic direction and all instructional, supervisory, financial, and operational aspects of experiential learning and PK-12 and community engagement.
2. Recruit, hire, and manage staff to assure effective operation and maintenance of programs.
3. Prepare annual budget, monitor revenue/expenditures and equipment procurement throughout the year, and manage funding sources, ensuring contracts are maintained and revenue sources maximized.
4. Meet with the dean and strategic partners, set and communicate strategic direction, share information, and gather input and feedback.
5. Provide leadership and supervision to staff, student employees, interns, graduate assistants, and volunteers.
6. Oversee administrative responsibility for the fundraising, development, coordination, implementation and assessment of annual programming.
7. Work closely with internal and external constituencies to identify and apply for external grant funding to support experiential learning and community engagement.
8. Create assessment materials and report as needed on experiential learning and PK-12 and community engagement programs, efforts, and initiatives of the College of Liberal Arts and Sciences.
9. Collaborate and form partnerships with internal and external constituencies to serve the needs of students and the West Michigan community.
10. Oversee communications for the CLAS Center for Experiential Learning, the Regional Math and Science Center and other CLAS-based PK-12 and community engagement initiatives in collaboration with the CLAS Director of Communications (including social media, website, radio, E-Newsletter, etc.).
11. Oversee the design and implementation of short and long-term strategic planning in collaboration with the CLAS dean.
12. Promote, publish, and present innovative research and outcomes at local, national or international levels.

13. Serve as representative of the CLAS Center for Experiential Learning and the Regional Math and Science Center on committees and working groups both on campus and in the wider community.
14. Perform other duties as required/assigned by leadership.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Masters degree.
- Minimum of five (5) years of experience in community engagement and/or experiential learning, including assessment of efforts and reporting.
- Minimum of five (5) years of demonstrated success in developing, implementing, and evaluating strategic planning processes.
- Minimum of three (3) years of supervision experience.
- Experience with managing, balancing, and reporting on budgets from varied sources.
- Experience with grant-seeking, grant-writing, and post-award grant management, including reporting.
- Ability to work with a wide range of constituencies, including students, faculty, staff, administration, and community members from diverse populations.
- Demonstrated commitment to diversity, equity, inclusion and access.
- Excellent interpersonal, presentation, written and verbal communication skills.
- Ability to work weekend hours and extended weekday hours as needed for programmatic purposes.

### **PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Doctoral degree.
- Ability to manage multiple priorities and work independently under pressure.
- Evidence of strong administrative, organizational, and project management skills.
- Demonstrated success working closely and collaboratively with faculty and staff in a higher education setting.
- Demonstrated success with team building and change leadership.
- Technical proficiency with MS Office applications.

### **GVSU COMPETENCIES**

**Innovator mentality · Fosters inclusive and equitable community · Well-being oriented · Asset mindset · Acts with integrity · Emotionally intelligent · Collaborative teamwork · Empowering**

### **WORKING CONDITIONS**

Normal office environment. Some travel may be required with the ability to work weekends and nights as needed.

**Physical Demands:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The requirements listed are representative of the knowledge, skill and/or ability required.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties can be performed by the individual currently holding this position and additional duties may be assigned.*

## Salary/Benefits

The salary is competitive and commensurate with experience. The university offers an excellent comprehensive package that includes health/vision/dental plans, life insurance, retirement, sick/leave disability, tuition waiver, adoption resources, wellness coaching, and free access to campus fitness facilities. Family and child-care options on and off-campus are also available. For a detailed description of benefits, please visit [Benefits and Wellness - Grand Valley State University \(gvsu.edu\)](https://www.gvsu.edu/benefits).

## College of Liberal Arts and Sciences

[The College of Liberal Arts and Sciences \(CLAS\)](https://www.gvsu.edu/clas) is the largest college at Grand Valley, offering over 50 bachelor degrees and a growing number of advanced degrees in the natural and mathematical sciences, the fine arts and humanities, and the social sciences. CLAS is a student-centered and diverse learning community that engages in critical inquiry, extending knowledge to enrich and enliven individual and public life. Our faculty are active teacher-scholars committed to equitable, inclusive, career-connected, and community-engaged liberal arts and sciences education. There are many opportunities for collaboration within CLAS and across a broad group of partners on and off campus. We are interested in attracting a cohort of new faculty committed to these core values as we seek to foster a community where members from all backgrounds can live, learn, and thrive together.

**Campus/University:** Grand Valley University (GVSU) is a public comprehensive institution located in West Michigan with campuses in Allendale, downtown Grand Rapids, and Holland, plus centers in Detroit, Muskegon and Traverse City. The University attracts more than 22,000 undergraduate and graduate students with high quality programs and state-of-the-art facilities, and has been nationally recognized for innovativeness and its contribution to students' social mobility. The greater Grand Rapids metropolitan area has a population of around one million people, is affordable, and offers rich cultural amenities. Grand Valley is located within easy driving distance of Chicago, Detroit, Lake Michigan beaches, and many other superb summer and winter recreational venues. Information can be found at [Community Resources - Human Resources - Grand Valley State University \(gvsu.edu\)](https://www.gvsu.edu/community-resources-human-resources). Grand Valley is highly rated for safety, sustainability, and veteran and LGBTQ friendliness, and is committed to supporting employees and their families in work-life balance. The university seeks to create an inclusive

and diverse environment for faculty and students while promoting enrichment of society through excellent teaching, active scholarship, and service. More information can be found at [Grand Valley State University \(gvsu.edu\)](http://GrandValleyStateUniversity(gvsu.edu)).

## How to Apply

**How to Apply:** [Start your application here](#). A complete application must include: (1) a cover letter addressing qualifications, your motivation to take this position, and how you would address diversity, equity, inclusion, and access in the context of this position (2) résumé, (3) and contact information for three professional references.

If you need assistance, call Human Resources at 616-331-2215. Email questions about the position to: Donovan Anderson ([andersdo@gvsu.edu](mailto:andersdo@gvsu.edu)).

**Application Deadline:** The review process will begin as soon as possible and will continue until the position is filled. The posting may be closed at any time at the discretion of the University.