CARROLL UNIVERSITY

Job Description

Position:	**Community Engagement Coordinator**
Classification:	Support Staff – Full Time - 10 Months
Reports to:	Interim Director of Student Activities and Fraternity/Sorority Life
Description:	The Community Engagement Coordinator is responsible for providing oversight for University-sponsored volunteer service programs and community engagement initiatives. This position will work to ensure programs and activities are consistent with the mission and goals of the University and contribute to an enriched and robust quality of student life.

Responsibilities:

- Assist the Director in developing, implementing and evaluating a comprehensive program which delivers quality and diverse programming opportunities.
- Provide leadership for and budget management of the volunteer center and community engagement cost centers.
- Maintain and expand community partnerships in support of student volunteer service programming.
- Educate and empower student staff to manage, plan and coordinate volunteer events and alternative break trips.
- Coordinate all other Volunteer Center programs, including one-time service projects, ongoing volunteer placements, donation drives, and volunteer fairs.
- Coordinate service opportunities for students enrolled in the CCS 300 course.
- Create marketing material and promote opportunities in order to encourage maximum attendance by all students.
- Effectively lead, motivate, supervise and evaluate the student staff.
- Assess program needs and develop new programming initiatives.
- Act as a student advocate, providing guidance and appropriate referrals to students seeking assistance.
- Actively coordinate and/or participate in appropriate Carroll University committees, task forces, and professional associations and conferences.
- Assist with the production of major University-wide programs including New Student Orientation.

- Serve as part of the on-call rotation.
- Perform other duties as assigned.
- Candidates must be willing and able to support and advance the University mission.

Required Qualifications:

- Bachelor's degree required.
- A minimum of two years of programming experience at a college, university, or non-profit setting.

Preferred Qualifications:

- Master's degree in student personnel or a related field, or the equivalent combination of education, training and experience from which comparable skills can be acquired is preferred.
- Familiarity with Waukesha and Milwaukee volunteer agencies.
- Demonstrated ability to work independently and collegially with staff and faculty.
- Demonstrated ability to plan, organize, and execute complex events.
- Excellent leadership, organization, interpersonal, and oral/written/presentations skills.
- Knowledge of and commitment to the principles of student development and social justice.
- Demonstrated ability and willingness to work evening and weekend hours.

Job# 1819-080
Please reference job# 1819-080 and submit an application, cover letter and resume to:
hroffice@carrollu.edu

Human Resources
Carroll University
100 N. East Avenue
Waukesha, WI 53186

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