R0006555 Assistant Director, Community Engagement and Leadership

Job Description

Brandeis University seeks to hire an Assistant Director who will work as part of a larger team that creates a vibrant student experience outside the classroom, specifically managing programs and initiatives that provide students with the unique option to enhance their education and work experience beyond the traditional classroom through leadership and community engagement that enhances the University mission of social justice. The Assistant Director will have direct oversight for signature programs including the Rich/Collins Fellowship Program, Roses in Concrete, DeisImpact, Celebration of Service, Alternative Break programs, and the MLK Day of Service. In addition, the Assistant Director will advise student leaders and support the development and implementation of formal co-curricular student leadership programs for undergraduate students.

Examples of Key Responsibilities:

- Develop, support programming that advances the mission of service and social justice at Brandeis including the Rich/Collins Community Leadership and Impact Fellowship (R/C CLIF), Roses in Concrete, DeisImpact, Community Engagement and Education Fair, student training, appreciation, and reflection events, MLK Day of Service and the year-end Celebration of Service.

- Oversight of alternative break programs and volunteer operations including development of pre-orientation programs, maintenance of risk management policies and procedures, volunteer waivers, photo releases, van waivers, and work with faculty/staff advisors aligned with breaks and community engaged work.

- Liaise with the staff in the Vic and Bobbi Samuels ’63 Center for Community Partnerships and Civic Transformation (COMPACT) on programs, fellowships, and services that provide support for students participating in community engaged experiences.

- Support strategic planning, development of leadership programs, and student advising. Manage related program budgets. Support departmental programs and events, and participate in divisional/university committees and initiatives and the work of Diversity, Equity, and Inclusion in making programs and services inclusive and accessible to all students.

- Provide leadership, supervision, professional development, and evaluation of full and part-time staff, graduate assistants, and undergraduate student staff.

Qualifications and additional information:

Master's degree required

2-4 years related work experience, preferred

Experience working with donors and institutional advancement partners to maintain relationships and meet donor expectations.

Experience with grant writing preferred

Driver’s license required and ability to be insured by the university

Some Nights and Weekends required