Assistant or Associate Director, Service-Learning and Partnerships in the Center for Serve-Learn-Sustain, Georgia Institute of Technology

By UAA Executive Office on Jan 28, 2016 02:20 pm

The Georgia Institute of Technology invites applications for the position of Assistant or Associate Director, Service-Learning and Partnerships in the Center for Serve-Learn-Sustain. The Center opened in August 2015 to launch and facilitate the Institute's Quality Enhancement Plan, titled "Serve-Learn-Sustain." The QEP is a component of our reaffirmation of accreditation through the Southern Association of Colleges and Schools Commission on Colleges. This campus-wide academic initiative aims to provide students with a multitude of curricular and co-curricular opportunities focused on the theme, "creating sustainable communities."

Serve-Learn- Sustain is designed to help students combine their academic and career interests with their desire to make worthwhile contributions to the world. We do this by facilitating broad-based, interdisciplinary efforts linking teaching and research to action, in Georgia, the United States, and around the globe. More information about the Center and the QEP can be found on the Center's (temporary) website at: http://serve-learn-sustain.gatech.edu/.

This is an exciting opportunity for an energetic and entrepreneurial service learning professional to help shape the direction of an initiative that aims to transform the culture of a major technological institute and establish best practices for university engagement in some of the most challenging issues of our time. The position is a non-tenure track, academic faculty position at the level of academic professional. The exact title (Assistant or Associate Director) will be determined by the selected candidate's experience and academic qualifications.

Primary Responsibilities

The Associate or Assistant Director will work closely with the Center Director to set strategic direction, facilitate campuswide participation in Serve-Learn-Sustain, evaluate progress, identify and pursue external funding opportunities, and supervise, engage, and evaluate administrative and program staff. This position will assume the lead in the following areas:

1. Service Learning

Develop and oversee the process of incorporating service learning and community engagement into courses at all levels of

the curriculum, as well as some co-curricular programs. Specifically:

- Recruit and train faculty from all six Colleges, as well as some staff and students, to incorporate service learning and community engagement around sustainable communities into their courses and programs;
- In collaboration with the Center's Program Manager, develop and maintain systems for matching on-campus courses and projects with partners for community engagement and service learning;
- Identify, curate, and develop new resources and tools to help with course revision and development;
- Work closely with the Center for Career Discovery and Development to develop and execute SLS-related internships and co-ops;
- In collaboration with Center staff, develop public programs and materials that further education around sustainability and community-engagement and draw in new participants;

- Working with the Office of Assessment, establish systems to assess service learning and community engagement learning outcomes and assist with assessment activities;
- Actively participate in and contribute to national and international service learning networks.

2. Partnership Development

Supervise and work closely with two Partnership staff—a full-time Community Relations Specialist and full-time Industry

Relations Specialist (shared with the Ray C. Anderson Center for Sustainable Business in the Scheller College of Business)—to:

- Identify, develop and maintain partnerships with nonprofit, municipal, school, campus, and industry partners, in Atlanta, across the country, and around the world, to engage in and advance learning and action related to curricular and non-curricular activities at Georgia Tech;
- Collaborate closely with and serve as a connector among three of Tech's other key community-related initiatives and offices: the Westside Communities Alliance, the Office of Government and Community Relations, and the
- Office of Leadership and Civic Engagement;
- Help establish, and then facilitate, the Partnership Working Group, comprising key campus stakeholders and strategic off-campus partners, as part of the Center's governance structure;
- Identify and develop resources and initiatives for growth and collaborative learning between Georgia Tech and offcampus partners, and among partners themselves, that build mutual capacity to work together productively and with joy;
- Establish systems to assess partner relationships and conduct formative assessment throughout the year;
- Engage Partnership staff in service learning activities as appropriate;
- Proactively support the Partnership staff's professional development.

3. Credentials and Experience

We seek a creative leader committed to collaborative learning and engagement and excited to help lead and shape a new initiative from the ground up, focused on sustainable communities. Minimum requirements include:

- An earned doctorate or terminal degree
- Strong background in service learning pedagogy and active engagement in the service learning field
- Experience working in engineering, computing, or other STEM-related settings

Preferred requirements include:

- Managerial experience supervising professional staff
- Undergraduate teaching experience and ability to teach an undergraduate course at Tech
- Experience with assessment related to service learning and community engagement
- Exposure to sustainability

About Georgia Tech and the Office of Undergraduate Education

Georgia Tech (www.gatech.edu/) is one of the world's premier research universities, consistently ranking among U.S. News & World Report's Top Ten public universities and dedicated to improving the human condition through advanced science and technology. The campus is located in the heart of Atlanta, Georgia. Students receive a rigorous education to prepare them to influence the technological, social and policy decisions that address the pressing challenges of our time.

Georgia Tech enrolls approximately 21,000 students (66% undergraduate) every year through its Colleges of Engineering, Computing, Sciences, Architecture; Scheller College of Business; and Ivan Allen College of

Liberal Arts. At the core of Georgia Tech's educational philosophy is academic rigor combined with experiential education. The Institute is a member of the University System of Georgia and the Association of American Universities. Under the leadership of the Vice Provost for Undergraduate Education, the Office of Undergraduate Education is charged with maintaining the quality of undergraduate education and the academic success of undergraduate students. In addition to the Center for Serve-Learn-Sustain, reporting units include Center for Career Discovery and Development, Center for Academic Enrichment, Center for Academic Success, and Honors Program.

To Apply

Applications will be accepted until the position is filled. To receive full consideration, please apply by March 1, 2016. The desired start date is beginning- to mid-summer 2016. Please submit a cover letter; curriculum vitae; and names, titles, and contact information (email, phone) for three professional references, including a mix of academic and non-academic supervisors and partners (references will not be contacted without prior notification) in a single PDF file to provost-hr@gatech.edu. Please reference the position title in your email's subject line. Selection process will include passing a pre?employment background screening. AN EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY INSTITUTION