

## Warren Wilson College

### Position Description

**POSITION TITLE:** Dean of Service:  
Dean of Service-Learning and Community Leadership Programs

**DEPARTMENT:** Service-Learning and Community Leadership

**REPORTS TO:** President

#### **POSITION SUMMARY:**

Assumes primary responsibility for planning and implementing the Service-Learning and Community Leadership Programs. Leads development of initiatives that: 1) enhance student involvement in service-learning and co-curricular service, and 2) encourage students to reflect on the causes of, and actions needed to alleviate, societal and environmental problems. Presents the purpose and practice of the Service-Learning Program to internal and external audiences. Works with the College President, Deans and Vice Presidents to integrate service into the Triad.

#### **SPECIFIC RESPONSIBILITIES:**

1. Leads a multi-faceted community service and learning office responsible for facilitating student growth and development, fostering curricular and faculty engagement, and contributing to community agendas through this work.
2. Develops long-term and intentional partnerships with non-profit agencies, utilizes the strength of these partnerships as a base for co-curricular service, service-learning, and community-based research initiatives.
3. Promotes student learning and development through community engagement by assisting students' integrative learning across educational experiences, and preparing students to serve as conscientious future leaders and citizens.
4. Integrates service-learning into curricular offerings and promotes community-engaged scholarship for faculty.
5. Provides leadership for staff to deliver innovative, user-friendly, student-centered services to guide students in developing knowledge, skills, and self-knowledge leading to life choices congruent with their skills/competencies, interests, values, and the role they wish to play as contributing members of society.
6. Recruits, selects, trains, develops, motivates, rewards, supervises, evaluates staff, and establishes salaries.
7. Oversees the Service-Learning Advisory Committee and works closely with Committee Chair.
8. Works closely with Service-Learning Director to develop educational components for 1<sup>st</sup> Year-Seminar.
9. Works closely with the Community Leadership Director to recruit, orient, and mentor Bonner Community Leaders for the Service-Learning work crew.
10. Oversees staff supervision of student work crew.
11. Develops and manages Service-Learning and Bonner Scholar Program budgets.
12. Serves as liaison between College and Bonner Foundation staff, coordinates efforts by Bonner Scholars Program Director to ensure compliance with Bonner standards.
13. Produces Service-Learning Annual Report and analyzes data to guide Program direction.
14. Provides informed commentary as expert on community service and learning. Provides professional leadership by active participation in professional associations, conference presentations, and publications as appropriate.

**WORKING CONDITIONS:**

1. Office environment
2. Weekend and evening hours
3. Travel with student groups on week-long service trips

**QUALIFICATIONS:**

1. Masters Degree preferred, plus 2 to 4 years of full-time experience in community engagement at the college level.
2. Excellent communication, supervisory, and organizational skills; ability to create and coordinate programs on campus and with agency partners in the wider community.
3. Strong interpersonal, collaborative and team-building skills.
4. Demonstrated ability to reach out to surrounding communities in building coalitions and drawing on community resources for effective collaborations.
5. Experience building networks and coalitions in an academic setting that mobilize resources for community based service-learning and co-curricular service.
6. Demonstrated ethical principles and standards in leading others
7. Skills and experience in an organization charged with advancing learning through community engagement.
8. An understanding of how to build partnerships between campus and community organizations to the mutual benefit of both.
9. An ability to articulate a philosophy of education that is grounded in theory, research findings, and best practices and puts students first in promoting their learning through engagement.
10. A prevailing commitment to fostering social justice.
11. Experience and interest in research appropriate to Program partnerships; capable of synthesizing multiple sources of information into informal lesson plans.
12. Proficiency in Microsoft Word, Excel, and Publisher.