Job Title: Student Services Officer 2
Haas Center Working Title: Cardinal Commitment Program Director
Job Family/Series: Student Services
Job Code: 7502
Classification Level: H
Exemption: Exempt

Stanford University’s Haas Center for Public Service serves as the hub of Cardinal Service, a campus-wide initiative to make service a distinctive feature of a Stanford education. The Haas Center inspires and prepares students to create a more just and sustainable world through service, scholarship, and community partnerships.

Job Purpose

Cardinal Commitment is one of the four areas of Cardinal Service. It engages students who make and sustain a significant commitment to a service program or organization. The Cardinal Commitment Program Director is primarily responsible for advising and support of public service student organizations across campus in connection with Cardinal Commitment programming. Public service student organizations include community service groups, political and social awareness groups, ethnic and cultural groups, fraternities and sororities, and other related student clubs. The Director engages student groups in the principles of ethical and effective service and public service pathways. This person will report to the Associate Director for Programs.

Core Duties

- Work closely with leaders of public service student organizations across campus to facilitate knowledge, skills and dispositions that enable them to engage others in sustained service commitments to issues and organizations.
- Develop and implement innovative approaches to supporting public service student organizations that align with Cardinal Commitment.
- Engage and support Haas Center staff and others across campus to provide high quality advising to public service student organizations and their leaders.
- Facilitate public service trainings and workshops in concert with colleagues.
- Coordinate resources for public service student organizations.
- Connect public service student organizations to relevant campus and community partners.
- Provide logistical and administrative support for Cardinal Commitment events and programming, including the Cardinal Commitment Community of Practice.
- Serve as liaison to Student Activities and Leadership.
- Coordinate with the Center’s communications team on promotional efforts for public service student organization development, leadership and outreach.
- Participate in the Haas Center’s core functions and activities, including staff meetings, professional development sessions, center-wide celebration events, selection committees, etc.
- Maintain and enhance existing relationships between the Haas Center and other units (e.g. Student Affairs, Vice Provost for Undergraduate Education, academic departments) to ensure Cardinal Commitment meets the needs of students.
• Represent the Haas Center at conferences and conduct presentations about Cardinal Commitment as opportunities and funding allow.

Minimum Qualifications

Education and Experience
• Bachelor’s degree.
• At least 3 years of related experience beyond degree completion.

Knowledge, Skills and Abilities
• Understanding of and experience with principles and practice of student development, community service, and service-learning in the higher education context.
• Demonstrated interpersonal skills, tact, discretion and ability to work autonomously and as part of a team.
• Demonstrated ability to create inclusive experiences and build community among different groups in university and/or community settings.
• Ability in advising students individually and in groups.
• Ability to communicate and interact effectively with diverse constituencies including students, faculty, staff, community partners, and donors.
• Ability to manage time effectively and handle multiple assignments and activities under pressure with frequent interruptions.
• Possess strong written and verbal communication skills.
• Flexible nature and a willingness to work some evening and weekend hours.
• Demonstrated personal commitment to public service and a willingness to support the mission and values of the Center.

Additional Desirable Qualifications
• Advanced degree in student development, higher education, or related field preferred.
• Experience in workshop facilitation and program coordination is a plus.

Physical Requirements
• Perform desk-based computer tasks.
• Stand, walk, twist, use fine manipulation, grasp, use a telephone, write by hand, sort and file paperwork, lift, carry, push, and pull objects that weigh up to 25 pounds.
• Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

Work Standards
• Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
• Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
• Subject to and expected to comply with all applicable University policies and procedures.
**About the unit**

Stanford University’s Haas Center for Public Service serves as the hub of Cardinal Service, a campus-wide initiative to make service a distinctive feature of a Stanford education. The Haas Center inspires and prepares students to create a more just and sustainable world through service, scholarship, and community partnerships. Guided by the Center’s Principles of Ethical and Effective Service, students engage in local, national, and global service across diverse pathways—community engaged learning and research, community organizing and activism, direct service, philanthropy, policy and governance, and social entrepreneurship and corporate social responsibility. Cardinal Service focuses on four dimensions that have proven transformative in the lives of our students: a full-time, quarter-long service experience (Cardinal Quarter); community engaged learning classes (Cardinal Courses); sustained service engagement (Cardinal Commitment); and support to integrate service into any career and pursue work in the public interest (Cardinal Careers).

For more information about the Haas Center for Public Service, please visit [http://haas.stanford.edu](http://haas.stanford.edu).

**Employment at Stanford University**

Stanford University, located between San Francisco and San Jose in the heart of California’s Silicon Valley, is one of the world’s leading teaching and research universities. Since its opening in 1891, Stanford has been dedicated to finding solutions to big challenges and to preparing students for leadership in a complex world. Supporting that mission is a staff of more than 10,000, rooted in a culture of excellence and innovation, collaboration, and life-long learning. To foster the talents and aspirations of our staff, Stanford offers career development programs, competitive pay that reflects market trends and benefits that increase financial stability and promote healthy, fulfilling lives.

Stanford University is an equal employment opportunity and affirmative action employer and is committed to recruiting and hiring qualified women, minorities, protected veterans and individuals with disabilities.

Finalist candidate must successfully pass a pre-employment background check.

The Cardinal Commitment Program Director is a permanent continuing position, at 100% FTE. Evening and weekend hours as necessary.

**To Apply**

Contact Kelly Beck, [kbeck@stanford.edu](mailto:kbeck@stanford.edu), for more information on how to apply for this position. Application review will begin on July 24, 2017.

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