Internal Haas Title: Outreach and Engagement Program Director

Note: Not all unique aspects of the job are covered by this job description

Looking for a career in higher education working with students who want to make a difference in the world? Use your communication, student services, and outreach expertise to help Stanford students get involved in public service. Cardinal Service Outreach and Engagement Program Director at the Haas Center for Public Service, a unit of the Division of Student Affairs, may be the right opportunity for you!

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. The Outreach and Engagement Program Director is core to building awareness about Cardinal Service campus-wide.

**JOB PURPOSE:**

The Outreach and Engagement Program Director will lead strategy development and implementation for communicating directly with students through events, meetings, classes, fairs, community centers, residences and other gatherings to inform them about public service opportunities at Stanford University. With the goal of building community and engaging students interested in making a difference, the Program Director will plan Haas Center student-focused events. This is an ideal position for a professional with at least three years of university public service program experience. The individual will create strategy and coordinate campus-wide outreach, event calendars, and other promotional efforts and assist with communications. The Program Director will assist in advising and help staff the Haas Center’s student information resource center to connect students interested in engaging in service to campus programs, student and community organizations, and courses. The Program Director will be responsible for creating and maintaining a welcoming environment for students seeking public service opportunities.

Successful applicants will possess an understanding of and enthusiasm for service as a core part of undergraduate education, be adept at tracking down information and resources, and have an understanding of the university environment. The Program Director will also have demonstrated success in promotion and recruiting, an interest in advising students, and an innovative, collaborative, creative work style. This person must possess the ability to resolve highly visible or complex issues that may span multiple areas, using advanced technical, professional knowledge, and independent judgment. The ideal candidate will possess excellent communication and time management skills, and the ability to prioritize and complete assignments in a fast-paced environment. The individual will be expected to promote diversity, inclusion and reflection by engaging students in a climate of mutual
This position will report to the Special Initiatives Program Director.

**CORE DUTIES***

- Create strategy for and manage a wide range of campus outreach activities.
- Lead planning process to connect diverse student audiences (e.g. new students, diverse majors, Greek organizations, athletes, community centers, student groups, etc.) with exposure opportunities, Cardinal Service programming, and Haas Center programs.
- Manage the Center’s outreach events including Thanksgiving, End-of-Year Celebration, Family Weekend, and Admit Weekend in collaboration with the Cardinal Service Outreach and Engagement Coordinators and other Haas staff.
- Advise students on the range of Haas Center programs and other campus and community public service opportunities, to assist them in engaging in service and making appropriate choices and decisions.
- Collaborate with Haas staff to create systems to co-market opportunities with student organization leaders.
- Manage the Haas Center activity and event calendar to insure comprehensive and effective program outreach.
- Collaborate with colleagues to provide a welcoming environment for students seeking connections to service opportunities including maintaining the Haas Center student resource center and other common areas, such as building bulletin boards.
- Recommend and manage ordering and distribution of Center’s promotional giveaways to students.
- Create strategies to expose students and student groups to issues and organizations through service opportunities.
- Serve as a first point of contact for visitors to the building, including students, alumni, faculty and other Center visitors.
- Maintain and enhance the infrastructure and community of the Haas Center, including participation in unit and divisional staff meetings, and involvement in various committees and projects, with guidance from supervisor.
- Lead, create and contribute to development of business practices and organizational improvement processes and workflow. Identify data needs and manage the implementation and development of technology to improve efficiencies. Summarize data from multiple sources, prepare management reports and presentations.
- Oversee, analyze and assist in financial processes and development of budgets.
- Represent the Center at campus events. Serve as a subject matter expert to other departments; represent unit/department. Serve as a member of university wide teams and projects.
- Share best practices with peer institutions.
- May train and supervise other staff, volunteers and contingent workers.
- Additional responsibilities as agreed upon with supervisor and indicated in formal offer letter.

* - Other duties may also be assigned
MINIMUM REQUIREMENTS:

Education & Experience:
Bachelor’s degree and at least three years of relevant experience, or combination of education and relevant experience. Master’s degree preferred.

Knowledge, Skills and Abilities:

- Strong communication skills to clearly and effectively communicate information to internal and external audiences, student groups, and management.
- Demonstrated experience in strategic planning and implementation.
- Advanced customer service skills.
- Advanced analysis and problem-solving skills.
- Advanced computer skills, including experience with Microsoft Office Suite.
- Ability to coordinate large-scale events.
- Understanding of financial transactions.
- Advising experience/excellent listening skills.
- Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.
- Preference for someone with Stanford or similar university experience.
- Ability to communicate and interact effectively with diverse constituencies including students, faculty, staff, community partners, and donors.

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, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, [http://adminguide.stanford.edu](http://adminguide.stanford.edu).

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.

EMPLOYMENT AT STANFORD
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 Outreach and Engagement Program Director is a permanent continuing position, at 100% FTE. Evening and weekend hours as necessary.

To Apply
Contact Peggy Propp, ppropp@stanford.edu, for more information on how to apply for this position. Application review will begin on July 17, 2017.

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