University Title: Student Services Officer 2
Haas Center Working Title: Cardinal Careers 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. 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). The Haas Center for Public Service resides within the Student Affairs organization at Stanford.

Student Affairs Commitment to Diversity:
Student Affairs furthers the university’s mission of engaging students who are from diverse backgrounds with diverse experiences; cultivating ethical leaders, influencers and critical thinkers; and promoting responsible and engaged citizens, who work to make a positive impact in their community, wherever they reside. Through sustained reflection about the complexity of the world and their role in it, students increase their cultural competency and empathy for others.

JOB PURPOSE:

Cardinal Careers at the Haas Center supports undergraduate and graduate students in integrating service into any career and pursuing work in the public interest. Reporting to the Cardinal Careers Senior Program Director, the Program Director provides critical administrative and programmatic support for the Cardinal Careers programs. Responsibilities include administration for postgraduate public service fellowships, event planning, and interfacing with external public service employers and organizations.

CORE DUTIES*:

- Manage administration of the postgraduate fellowships programs, including communications, recruitment, applications, selection processes, interview scheduling, onboarding of new fellows and cohort development.
- Schedule professional development programming and assemble resources for fellows.
- Track expenses; manage stipends; assist fellows with travel arrangements and reimbursements.
- Gather and maintain data on fellowships placements and program alumni.
- Assist in planning and preparing end-of-year fellowship reports and stewardship letters.
- Serve as a point of contact for students and other departments; represent unit/department.
- Interface with external service programs (e.g. AmeriCorps, Community Health Corps, City Year, Public Allies, Coro Fellows, City Hall Fellows, Capital Fellows, etc.) to promote career opportunities.
- Field inquiries and requests from alumni and community partners.
- Collect and analyze data from multiple sources, prepare reports.
- Assist in planning events (e.g., workshops, trainings, community meetings) including logistics, promotion and evaluation.
- Assist in the hiring and onboarding process for student staff.
- Manage the Fellowships, Internships, and Service Programs (FISP) database
- Coordinate the City Manager in Residence program.
- 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, etc.) to ensure Cardinal Careers meets the needs of students.
- Represent the Haas Center at conferences and conduct presentations about Cardinal Careers as opportunities and funding allow.

*Other duties may be assigned

**Qualifications:**

**Education and Experience**
- Bachelor’s degree and three years of relevant experience, or combination of education and relevant experience.
- Experience in program management, event planning, and external relations.

**Knowledge, Skills and Abilities:**
- Demonstrated ability to work effectively with college students and young adults of diverse backgrounds and experiences.
- Strong organizational skills, with meticulous attention to detail and follow through.
- Ability to manage time effectively and handle multiple assignments and activities under pressure with frequent interruptions.
- Ability to communicate effectively with various stakeholders in the higher education environment (e.g., faculty, staff, students) as well as with representatives of community partner organizations.
- Excellent verbal and written communication skills, with the ability to produce high-quality written materials.
- Strong independent judgment and interpersonal skills including demonstrated ability to problem-solve.
- Ability to update websites and use social media, cloud-based file sharing, database management software, and a variety of standard office applications (e.g., Microsoft Office).
- Ability to oversee and manage student staff.

**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, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, http://adminguide.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 must successfully pass a pre-employment background check.

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

To Apply
Apply on the University’s central application site:
https://stanford.taleo.net/careersection/2/jobdetail.ftl?job=75472&src=JB-10023

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