For three decades, the Haas Center for Public Service has served as a campus hub for undergraduate public service and national model for a university’s role in developing civic leaders. Its mission is to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships. Each year, the Center supports more than 1,000 students in local and global public service across diverse pathways: activism, direct service, engaged scholarship, philanthropy, public policy, and social entrepreneurship through programs that include student leadership development, education partnerships, community-engaged scholarship, fellowships, and postgraduate public service. The Cardinal Careers division at the Haas Center supports undergraduate and graduate students in integrating service into any career and pursuing work in the public interest. The Cardinal Careers team includes two program directors who work together on the Cardinal Career programming.

**JOB PURPOSE:**

The Cardinal Careers team includes two program directors who work together on Cardinal Careers programming. Both program directors report to the Associate Director for Programs. The Cardinal Careers Program Director is responsible for providing students with transformative experiences and connections to guide public service career development. Responsibilities include direction of high impact public service career events, management of a distinguished visitor program, administration of a postgraduate public interest internship program, public service career advising, and related alumni and employer relations. The Cardinal Careers Program Director should be the Cardinal Careers team’s specialist on government and international careers.

**Core Duties:**

- Collaborate with the Stanford Career Education center, BEAM, to create and implement high-impact career development programs including workshops, panels, fairs, and networking events.
- Maintain relationships with and promote external service programs (e.g. AmeriCorps, Community Health Corps, City Year, Public Allies, Coro Fellows, City Hall Fellows, Capital Fellows, etc.) to ensure effective advising and encourage increased Stanford student participation.
- Manage the Stanford Public Interest Network (SPIN) fellowship, including cultivating placements with nonprofit organizations, recruiting and advising students to apply, directing the selection process, and providing professional development opportunities to alumni during their fellowship.
- Advise students on identifying, pursuing, and obtaining jobs in the public interest, regardless of career sector.
- Coordinate with the Haas Center executive director and deputy director for external relations to administer the Haas Center’s distinguished visitor program.
- Coordinate the City Manager in Residence program.
• Develop programming that educates students about and promotes government careers to students.
• Develop programming that educates students about and promotes international careers to students.
• Work with the Haas Center’s assessment and data analyst to assess the effectiveness of Cardinal Careers programs.
• Collaborate with the Haas Center’s associate directors of finance and of programs to implement the annual budget cycle for Cardinal Careers, which includes budget planning, monitoring, and accounts reconciliation.
• Collaborate with and support the Haas Center’s associate director of programs and the deputy executive director on fundraising and stewardship processes related to Cardinal Careers.
• 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.

Qualifications:

Education and Experience

• Bachelor’s degree and three years of relevant experience, or combination of education and relevant experience.
• Advanced degree preferred.
• Demonstrated experience with career advising.
• Experience in program development, implementation, and evaluation; event planning; and external relations.

Knowledge, Skills, and Abilities

• Understanding of principles and practices of service-learning, particularly in the context of higher education institutions.
• Knowledge of public interest, including public sector, hiring markets.
• Ability to network and build connections in public interest sectors and organizations.
• Knowledge of government and international public service career sectors.
• Strong interpersonal, advising, and counseling skills.
• Ability to communicate and interact effectively with diverse stake-holders, including faculty, staff, students, community partners, and donors.
• Excellent verbal and written communication skills, with the ability to produce high-quality written materials and engage in public speaking and workshop facilitation.
• Demonstrated experience in addressing issues of diversity and multiculturalism and in building community among different groups in university and/or community settings.
• Ability to work both independently and collaboratively in team settings.
• Management of financial resources and budgets.
• Accurate and attentive to detail while having the ability to view problems from a “big picture” perspective.
• Strong computer skills, including use of Microsoft Office applications, database management software, and facility in using technology in program delivery.

**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.

**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**
To apply see the University’s official posting at https://stanfordcareers.stanford.edu, (Job 69525, Student Svc Officer 2) and submit cover letter and resume there. Review of applications will begin on 1/8/2016. Open until filled.