Director of Community Engaged Learning -Identity - 73150

Description

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

I. Summary of Position

The Director of Community Engaged Learning – Identity strengthens and expands community engaged learning opportunities in academic courses, research, and internships related to various forms of identity. As part of the Community Engaged Learning and Research team, the DCEL-Identity will work with an interdisciplinary team of five other DCELS located in the Office of the Vice Provost of Undergraduate Education. While each of the DCELS has a distinct thematic focus (education, environmental sustainability, health, engineering, and human rights), they share the goal of expanding the quantity and quality of community engaged learning opportunities available to Stanford undergraduates. Each DCEL is expected to support a distinct portfolio of new courses; however, their success is also gauged on their ability to work collaboratively – with each other, and with campus and community partners. The DCEL-Identity will be physically located at the Center for Comparative Studies of Race and Ethnicity (CCSRE), and will directly support community engaged learning programs of the center, including student internships and summer fellowships.

II. Core Duties

Working as a part of the Community Engaged Learning and Research team, and in close partnership with the Center for Comparative Studies of Race and Ethnicity (CCSRE), the DCEL-Identity position will strengthen and expand community engaged learning opportunities that specifically address forms of identity including race, ethnicity, gender and sexuality, and ability. Specific duties include:

- Develop and/or maintain a portfolio of community engaged learning courses that adhere to existing principles of ethical and effective service and foster civic leadership competencies through sound pedagogical practices;
- Prepare students to learn in community settings and help them reflect on their experiences;
- Conduct outreach activities within relevant departments and programs to encourage community engaged learning course development, particularly among faculty who are not currently offering community engaged learning courses;
- Develop and deliver faculty/instructional staff workshops and seminars;
- Conduct outreach to relevant nonprofit organizations, governmental agencies, private companies/corporations, etc., to identify appropriate course-based and internship possibilities;
- Administer grant program for faculty teaching Cardinal Courses, and collaborate with other DCELS to manage program budget.
- Manage internship/fellowship programs at the Center for Comparative Studies of Race and Ethnicity.
- Contribute to and inform on strategic program planning and related funding and financial sustainability.
- Write and/or edit complex content for proposals, marketing materials, research grants, or other program activities.
- May teach and/or assist in the teaching and administration of courses. Create and/or advise in the development of curriculum.
- May advise students and/or coach/mentor clients.
Qualifications

Education & Experience:
- Master’s Degree/Advanced degree in relevant field required; terminal degree preferred. Three or more years of relevant professional experience required. Academic or professional experience related to one or more areas of identity (e.g., race, ethnicity, gender, sexuality, disability) required.

Knowledge, Skills and Abilities:
- Ability to develop program partnerships and funding sources.
- Excellent oral, written, and analytical skills, exhibiting fluency in area of specialization.
- Basic knowledge of managing budgets and developing financial plans.

IV. About the Office of the Vice Provost for Undergraduate Education (VPUE) and the Haas Center for Public Service

The DCEL – Identity position represents a partnership between the Office of the Vice Provost for Undergraduate Education (VPUE) and the Haas Center for Public Service. The mission of the Office of the Vice Provost for Undergraduate Education (VPUE) is to partner with Stanford faculty, staff, and students to produce and educate knowledgeable, engaged citizens and creative, confident leaders for our future world. The mission of the Haas Center for Public Service, a unit within the Division of Student Affairs, is to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships.

https://undergrad.stanford.edu/
http://haas.stanford.edu

V. About 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, which is rooted in a culture of excellence and values 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. An award winning employer, Stanford offers an exceptional setting for professionals looking to advance their careers.

VI. Physical Requirements

- Frequently stand/walk, sitting, grasp lightly/fine manipulation, perform desk-based computer tasks.
- Occasionally use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 40 pounds.
- Rarely sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds.
- Ability to use voice to present information/communicate with others.
On-campus mobility. 
*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.*

**VII. How to Apply**

If you’re ready to work for an organization that nurtures diversity, respect, professional development and a comfortable work-life fit, we invite you to explore this opportunity and apply online: [http://stanfordcareers.stanford.edu](http://stanfordcareers.stanford.edu)

- Click on Job Search
- Enter 73150 in the Keyword Search field

**VIII. Affirmative Action Statement**

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.