University Title: Student Services Manager 1  
Haas Center Working Title: Education Partnerships Senior Program Director  
Job Family/Series: Student Services  
Job Code: 7506  
Classification Level: J  
Exemption: Exempt

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 Education Partnerships division at the Haas Center promotes educational equity in our local communities by engaging Stanford students and community youth in mentoring and tutoring relationships.

**JOB PURPOSE:**

Reporting to the Associate Director for Programs, the Education Partnerships Senior Program Director provides programmatic, management, and fiscal oversight of the Center’s Education Partnerships (EdP) programs (Preschool Counts, Ravenswood Reads, Science in Service, and EPASA). S/he is responsible for supervising program staff within these programs, leading long-range vision and planning for the EdP programs in accordance with the Center’s mission and strategic plans, and coordinating resources and projects shared across the EdP programs. The position is a hybrid of coordination, management and leadership in equal parts.

**Core Duties:**

- Provide a cohesive vision and direction for the EdP unit that is aligned with the University’s Cardinal Service initiative and the Haas Center strategic plan with the input of the EdP staff.
- Build, maintain, and lead an effective team of professional staff to implement all aspects of EdP programs, including responsibility for hiring, supervision, evaluation, and professional development.
- Provide vision and direction for the professional development program for the student leaders in the EdP programs, known as the Education Partnerships Fellows program, including development and implementation of the Education Partnerships Fellows curriculum cycle, program components, and review of the program goals and outcomes.
- Develop structures for EdP programs that facilitate student development in the Haas Center’s principles of ethical and effective service and the pathways of public service.
- Maintain a collaborative relationship with Ravenswood City School District to recommend, develop and implement policies and practices that promote an effective partnership between Stanford and the district.
• Represent EdP at the East Palo Alto consortium of youth-serving organizations (YESS) and other relevant community forums, such as the Ravenswood City School District school board meetings.
• Collaborate with the Haas Center’s student service organizations program director to advise student groups in education and youth development.
• Work with the Haas Center’s assessment and data analyst to assess the effectiveness of programs for community youth and Stanford mentors and tutors. Develop relevant plans for program improvement.
• Collaborate with the Haas Center’s financial director to implement the annual budget cycle in EdP, 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 EdP programs.
• 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 EdP programs meet the needs of students and are effectively integrated into academics.
• Represent the Haas Center at conferences and conduct presentations about EdP programs as opportunities and funding allow.

Qualifications:

Education and Experience

• Advanced degree in education, non-profit management or relevant discipline.
• Five or more years’ experience in education or youth program management.

Knowledge, Skills and Abilities

• Deep knowledge of the educational and social issues affecting the learning experiences of youth in under-resourced schools and lower-income communities and issues of educational inequity and equity.
• Understanding of the theory of youth development and related educational and programming practices.
• Familiarity working with culturally diverse communities and demonstrated understanding of challenges faced by families from lower-income communities.
• Demonstrate good judgment and tact when handling difficult or sensitive situations.
• Ability to communicate and interact effectively with diverse stake-holders, including faculty, staff, students, community partners, and donors.
• Ability to work both independently and collaboratively in team settings.
• Excellent problem solving skills.
• Management of financial resources and budgets.
• Accurate and attentive to detail while having the ability to view problems from a "big picture" perspective.
• Knowledge of project management and skill in smart delegation.
• Understanding of and experience with university-community partnerships.
• Have a valid driver’s license.

**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 Education Partnerships Senior 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](https://stanfordcareers.stanford.edu), (Job 68967, Student Svcs Mgr 1) and submit cover letter and resume there. Review of applications will begin on 11/20/15. Open until filled.

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