For three decades, the Haas Center for Public Service has served as a campus hub for undergraduate public service and national model for universities’ 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/tutoring relationships.

**JOB PURPOSE:**

The East Palo Alto Stanford Academy (EPASA) Program Director is the staff member with primary responsibility for the Center’s East Palo Alto Stanford Academy (EPASA), a middle-school enrichment mentoring program for middle school students in the Ravenswood City School District (RCSD). The EPASA Director is a member of the Education Partnerships group at the Center, a group of five programs that involve students in public service through educational outreach, mentoring and tutoring. The EPASA Director contributes to the work of the Education Partnerships group to develop effective partnerships between the Center and our local school districts, particularly with respect to beyond school time.

**CORE DUTIES:**

- Direct the implementation of the East Palo Alto Stanford Academy (EPASA) program for middle school students in RCSD.
- Maintain a relationship with RCSD that allows the community to shape their needs in partnership.
- Recruit, train and supervise student staff members and volunteers.
- Develop and implement training and reflection activities to ensure that Stanford students and volunteers are well trained for their service and are learning from the experience.
- Develop and manage the EPASA budget in collaboration with the Director of Education Partnerships.
- Serve as a University liaison in advancing Stanford’s partnership with the local community.
- Recruit youth participants.
- Maintain communication with parents of youth participants and program alumni.
• Contribute to development and implementation of the Education Partnerships Fellows curriculum cycle, program components, and review of the program goals and outcomes.
• Serve as backup for the high school program director.
• Develop structures in EPASA that facilitate student development in the Haas Center’s principles of ethical and effective service and the pathways of public service
• Participate in 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.)
• Represent the Haas Center at conferences and conduct presentations about the education programs as opportunities and funding allow

MINIMUM REQUIREMENTS:

Education & Experience:

• Bachelor’s degree and 3+ years of related experience in education or related field.
• Advanced degree in relevant discipline preferred.

Knowledge, Skills and Abilities:

• Knowledge of the psychological, behavioral, and educational issues affecting the learning potential of middle-school youth and youth in urban settings and/or low-income schools.
• Understanding of the complexities in building education partnership between college students, regional volunteers and community youth
• Knowledge of best practices in tutoring and mentoring programs
• Demonstrated interpersonal skills, tact, discretion and ability to work independently and as part of a team
• Demonstrated experience in addressing issues of diversity and multiculturalism and in building community among different groups in university and/or community settings.
• Willingness to work Saturdays and some evening hours.
• Understanding of K-12 education system organization, theory and practice of service-learning and student development, and principles of ethical university community partnerships
• Experience in program development, implementation and evaluation, event planning, and external relations.
• Experience in managing financial resources and in budget planning.
• Previous experience directing or implementing a youth development programs program strongly preferred
• Bilingual in Spanish and English.
• Knowledge about basic risk management standards and procedures.
• Strong computer skills, including use of Microsoft Office applications, database management software, and facility in using technology in program delivery.

Certifications and Licenses:
None

PHYSICAL REQUIREMENTS*:

Frequently sit, perform desk-based computer tasks. Occasionally 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 10 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.

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 EPASA Program Director is a permanent continuing position, at 100% FTE. Evening hours as necessary. The program director will work Saturdays and select another weekday to be off.

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.

To Apply
To apply submit cover letter and resume at the University's official job application site and posting at https://stanfordcareers.stanford.edu (Job #70944 Student SVC Officer 2). Applications will be reviewed on a rolling basis through May 27th. Open until filled.

For a more detailed job description, please visit http://haas.stanford.edu
For more information about the Haas Center for Public Service, please visit http://haas.stanford.edu
For more information about Education Partnerships, please visit: https://haas.stanford.edu/students/cardinal-commitment/mentoring-and-tutoring
For more information about EPASA visit: https://haas.stanford.edu/students/cardinal-commitment/mentoring-and-tutoring/east-palo-alto-stanford-academy-epasa