Director of PittServes

02/08/2018

Position Description

The Director of PittServes will direct and provide overall administrative oversight for the University of Pittsburgh’s Student Civic Engagement Office, within the PittServes Department. The mission of the PittServes program is to engage students in experiences that address human and community needs together with structured opportunities for reflection intentionally designed to promote student learning and development.

This position creates, enhances, and directs community service, civic engagement, community engagement, sustainability, and supports service-learning initiatives for students, faculty, staff, and community organizations. The Director will provide vision and leadership to the program, exercise fiscal responsibility for budgets and grants, assess needs and develop partnerships, promote and publicize the programs and results, and provide oversight and guidance for the overall operations and staff. The Director is responsible for developing and implementing a strategic plan that is consistent with institutional goals and priorities.

The incumbent will be responsible to ensure the unit reaches the internal outcomes and provides an annual report, community report, and report to the University community and legislative bodies.

The position reports to the Associate Dean of Students within the Division of Student Affairs. The Director of PittServes works with the PittServes staff to implement programs, supervise staff, and oversee the Pennsylvania Campus Compact VISTA agreements.

Education Required:

Master’s

Minimum Related Experience Level Required: 6-9 years experience

Additional Education and/or Experience Essential to the Position

Master’s Degree in higher education, social work, urban studies, public policy, MBA, or other related fields.

6+ years of experience in program development/management required; experience and ability to provide oversight and supervision of direct reports are required.

Demonstrated success in managing teams and coaching individuals to successful programming and professional outcomes. Ability to plan, design, and develop projects, forecast needs, and create programs for the benefit of individual and organizational development.
Experience

In the development of grant proposals and success in securing external funding. Exceptional strength in strategic thinking, analysis, and problem-solving, organizational leadership, collaboration, and a results-oriented vision and focus.

A keen understanding of traditional and college students.

Experience managing a non-profit organization, awareness of diverse cultures, and community-based organizations.

Familiarity with AmeriCorps programming or the Corporation for National and Community Service.

Strong computer skills are a must and the incumbent should have the ability to collect and interpret data. Excellent written and oral communication skills and experience writing and receiving grants for student programs.

Required Licenses/Certifications

Child Protection Clearances

The following PA Act 153 clearances and background checks may be required prior to commencement of employment and as a condition of continued employment: PA State Police Criminal Record Check, FBI Criminal Record Check, PA Child Abuse History Clearance.

Background Check: For position finalists, employment with the University will require successful completion of a background check.

Assignment Category: Regular, Full-Time

Percent Effort 100

Scheduled Work Hours 8:30 a.m. - 5:00 p.m.

If Varied Work Schedule, Please Specify

Evenings and weekend required.

If Part Time, Actual Standard Weekly Hours

Campus Pittsburgh

University Benefits
The University offers an excellent comprehensive benefits package for all full-time and part-time regular employees including:

• Education benefits and a retirement plan with employer match

• Group medical insurance, life insurance, and optional vision and dental insurance

• Free transit service within Allegheny County for employees of the Oakland campus (Port Authority Transit)

• Time off benefits including vacation, sick and personal time

For more information regarding the University’s benefits package, please visit www.hr.pitt.edu/benefits

Click on link below for further job information:

https://www.pittsource.com/postings/152908