Working Title: Coordinator, Center for Community Engaged Learning (CCEL)
Hayes Hill Title/Level: Associate Student Services Coordinator
Position Reports to: Director, Center for Community Engaged Learning
12 month, 100% Appointment, 1 year contract

Position Summary:
The CCEL Coordinator joins a collaborative team that thrives on creating mutually beneficial partnerships to benefit student learning and faculty development while simultaneously meeting identified community needs. This role will take on a leadership and supervision role for programs such as the Student Fellows, Community Leaders, and UW-Superior ‘On the Road’ Programs. As a part of a team, this position will provide support for the implementation of the Civic Action Plan and the Community Engagement Cohort Program.

Duties and Responsibilities:
Leadership and Supervision of Community Engagement Programs
• Create, and successfully deliver, a UW-Superior ‘On the Road’ program to bring the best of UW-Superior to communities of Northwestern Wisconsin
• Build relationships with schools, businesses, and community leaders to ensure a personalized ‘On the Road’ experience is created for each community
• Ensure internal communication, coordination, and preparation occurs with faculty, staff, and administration for the ‘On the Road’ program
• Recruit, hire, train, support and oversee students in the newly created Student Fellows development program
• Lead the creation of the Student Community Leaders Program, in partnerships with the Office of Financial Aid, to ensure work-study, community-based positions are being utilized and filled

Civic Action Plan and Community Engagement Cohort Projects
• Provide support to academic programs, primarily from the community engagement cohort program, who seek to develop internship programs within their disciplines
• Provide support to academic programs to fulfill their community engagement offerings such as advisory boards, community based-research opportunities, and other unique partnerships
• Coordinate community engagement cohort program trainings
• Provide support to the Civic Action Plan (CAP) committee with implementing prioritized strategies in the CAP
• Represent UW-Superior at community meetings and non-profit partnerships, as needed

Grants, Reporting, Funding
• Collaborate with UW Superior Foundation and CCEL to advocate and seek on-going funding for CCEL
• Lead internal and external awards, recognitions, and reports; such as, Newman Civic Fellows, Carnegie Community Classification, President’s Higher Education Community Service Honor Roll, etc.
• Coordinate with Institutional Research and Sponsored Programs to locate and apply for external grant funding to support Center and University community engaged learning activities
• Ensure that all grant documentation is recorded and submitted as appropriate

Other Duties as Assigned
• Complete mandatory trainings and professional development opportunities
• Other duties as assigned

Minimum Qualifications
• Undergraduate degree in a related field from an accredited institution
Preferred Qualifications

- Graduate degree from an accredited institution or relevant equivalent experience
- 3 years experience working within higher education and/or with community partnerships
- Supervisory and leadership experience
- Success with obtaining and managing grants

Knowledge, Skills, & Abilities

- Ability to create, manage, and complete projects
- Ability to build strong relationships with community partners
- Ability to work with faculty, staff, and students from a wide variety of academic disciplines
- Skilled in forming and professionally sustaining purposeful relationships and networks
- Ability to foster a leadership environment to enhance and promote professionalism and professional development in CCEL students and any supervised staff
- Ability to effectively manage multiple, often complex projects with overlapping timeframes and deadlines
- Skilled in communicating effectively, both orally and in writing, with a variety of constituents
- Ability to maintain a high level of motivation, enthusiasm and creativity