

Assistant Director of Community and Civic Engagement
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233165>

Downloaded On: May. 9, 2024 8:21am

Posted Mar. 20, 2024, set to expire Aug. 4, 2024

Job Title	Assistant Director of Community and Civic Engagement
Department	Office of Student Engagement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Public Relations/Marketing
Job Website	https://www.ubjobs.buffalo.edu/postings/49218
Apply By Email	
Job Description	

Position Summary

The [Division of Student Life](#) is accepting applications for the **Assistant Director of Community and Civic Engagement** position within Student Engagement. In this role, you will join a dynamic team of enthusiastic and skilled professionals who provide intentional experiences that ignite UB pride, inspire active involvement, and cultivate socially responsible, well-rounded individuals who are equipped to succeed both personally and professionally in a global society.

As the Assistant Director of Community and Civic Engagement, you are responsible for providing programmatic oversight of our community and civic engagement portfolio.

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Your responsibilities include:

- Supervising professional staff, graduate assistants, and undergraduate student employees
- Serving as a resource to students engaged in off-campus volunteerism and on-campus activism
- Collaborating with campus partners on the implementation of policies and procedures
- Building and maintaining positive relationships with campus and community stakeholders
- Monitoring functional area budget and adhering to approved expenditures
- Prioritizing and advancing functional area diversity, equity, inclusion, and justice initiatives
- Overseeing major components of large-scale community and civic engagement programs
- Contributing positively to the overall success of Student Engagement by integrating Community & Civic Engagement with other functional areas of Student Engagement

This is a multi-vacancy posting. The Department is seeking to fill two, Assistant Director roles.

Due to the nature of our work, some evening and weekend hours will be required.

About Student Engagement:

Student Engagement at the University at Buffalo fosters a vibrant and inclusive community where all UB students feel a sense of belonging, empowerment, and pride. By creating impactful programs, promoting diversity, fostering leadership development, and enhancing the student experience, we empower our students to make a positive impact within the university, the Buffalo community, and the world at large.

About Student Life:

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a

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flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree with a minimum of 2 years of experience. A degree in Higher Education, Student Affairs, College Personnel, Social Work, Counseling, or related field is required.
- Direct experience collaborating with community partners
- Knowledge of student development theory
- Proven ability to work with diverse populations
- Effective communication skills
- Demonstrated ability to work on multiple tasks/projects

Preferred Qualifications

- Master's degree
- Direct experience managing components within a community and civic engagement portfolio
- Strong presentation and communication skills

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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