

Associate Director of Outreach and Engagement (Senior
Educational Program Administrator)
University of Connecticut

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Downloaded On: Dec. 22, 2024 11:11am

Posted Sep. 23, 2024, set to expire Jan. 25, 2025

Job Title	Associate Director of Outreach and Engagement (Senior Educational Program Administrator)
Department	Office of Outreach and Engagement
Institution	University of Connecticut Storrs, Connecticut
Date Posted	Sep. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Other Administrative Departments Public Relations/Marketing
Job Website	https://hr.uconn.edu/jobs
Apply Online Here	https://jobs.hr.uconn.edu/en-us/job/498618/associate-director-of-outreach-and-engagement-senior-educational-program-administrator
Apply By Email	
Job Description	

The Office of Outreach and Engagement (O&E) at the University of Connecticut (UConn) centrally oversees and supports public engagement initiatives at UConn. Public engagement efforts encompass a wide range of activities including scholarship, community-based teaching and learning, and outreach in mutually beneficial partnerships with communities.

Reporting to the Director of Outreach and Engagement, the Associate Director is responsible for key

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programmatic initiatives on behalf of the director and O&E, serving as the lead on several program services and activities across the university. The Associate Director contributes to a broad portfolio of initiatives including awareness and recognition of campus-wide engaged service efforts, cultivation of partnerships across the campus and with external partner organizations, faculty development, and contributes to the advancement and promotion of a robust outreach and engagement program at UConn.

DUTIES AND RESPONSIBILITIES

- Facilitates guidance, supervision, and training for the University community in creating and sustaining community partnerships that are ethical, mutually beneficial, and reciprocal while supporting UConn's strategic goals of promoting student holistic success, expanding research impact, and powering a thriving Connecticut.
- Engages with faculty to build capacity on engaged scholarship, community-based teaching, community outreach, and partnership creation.
- Participates in planning, development, design, and evaluation of outreach and engagement programs and activities. Collects, analyzes, and synthesizes program data and participates in evaluating program effectiveness.
- Leads or supports applications for funding or national designations that advance institutional capacity in public engagement.
- Convenes a team of staff that lead community engagement efforts in different units to maximize resources and collaborations.
- Assesses programmatic needs and creates and delivers program services and activities in accordance with initiative goals and objectives while aligning with the University's academic vision.
- Provides direction and oversight to the University community regarding outreach and engagement initiatives, including, but not limited to, providing oversight for University-wide procedural codification of best practices for outreach and engagement, including engaged scholarship and community-based teaching and learning; working closely with O&E stakeholders via affiliated committees, advisory boards, and established partnerships; and participating in designing and evaluating program activities in partnership with the director, division staff, and O&E committees.
- Provides assistance to constituents by interpreting policies and procedures, exercising decision making and judgement under prescribed procedures.
- Serves as a project manager for outreach and engagement projects, timing tasks for completion, setting deadlines, determining and working with the directors to obtain and align necessary resources, including funding, as necessary, and contributing subject matter knowledge toward the completion of program objectives.

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- Writes annual reports about university-wide community engagement work.
- Develops and optimizes practices and procedures to improve efficiency and quality, directly affecting the division's operation.
- Works independently to analyze available information, draws conclusions and understandings, and presents such conclusions effectively to senior management. Serves as a primary resource to students, staff, faculty, and others on programmatic policies, procedures, and activities.

MINIMUM QUALIFICATIONS

1. Master's in Public Administration, Public Policy, Higher Education, or related areas.
2. Three years of professional experience in community engagement including, but not limited to, demonstrated ability to design, implement, and assess community-oriented projects.
3. Two years of experience serving as an advanced/senior team member or working as a project lead.
4. Excellent oral and written communication skills.
5. Experience building collaborative relationships, working independently, and prioritizing routine and high-level tasks and projects.

PREFERRED QUALIFICATIONS

1. Ph.D. in Public Administration, Public Policy, Higher Education, or related areas.
2. Professional experience in engaged scholarship, community outreach, or community-based teaching.
3. Proven experience in understanding and adapting communication and work efforts to the needs and preferences of diverse audiences.
4. Knowledge and experience in quantitative and/or qualitative data analysis and visualization.
5. Experience writing proposals for funding to advance institutional capacity (e.g., William T. Grant-Institutional Challenge) or applications to obtain national designations (e.g., Carnegie Elective Classification for Community Engagement).
6. Experience developing training programs on engaged scholarship, community-based teaching and learning, or community outreach.
7. Experience developing university-community partnerships.

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APPOINTMENT TERMS

This is a full-time, permanent position. Compensation and rank will be based on experience and range from \$72,134 to \$80,000, depending on qualifications. The University offers outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. For additional information regarding benefits visit: <https://hr.uconn.edu/benefits-beyond-pay/>. Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA).

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY:

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #498618 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

The review of applications will begin immediately and continue until the position is filled.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.

The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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The University of Connecticut is an AA/EEO Employer.

EEO/AA Policy

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Contact Information

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

Contact

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