

## **JOB DESCRIPTION**

### **PROGRAM OFFICER: Faculty and Campus Programs**

**Carolina Center for Public Service  
The University of North Carolina at Chapel Hill**

#### **POSITION**

The Program Officer: Faculty and Campus Programs at the Carolina Center for Public Service (CCPS) at the University of North Carolina at Chapel Hill is classified as EPA non-faculty and has responsibility for the development and management for several of the Center's faculty and campus programs. This individual reports to the Associate Director of the Center and works with the Associate Director, Director and other campus units to assure faculty and campus programming reflects campus priorities, is built on current best practices and helps position Carolina as a leader in innovative community engagement efforts. The Carolina Center for Public Service engages and supports the faculty, students, and staff of the University of North Carolina at Chapel Hill in meeting the needs of North Carolina and beyond. The Center strengthens the University's public service commitment by promoting scholarship and service that are responsive to the concerns of the state and contribute to the common good.

#### **RESPONSIBILITIES**

The program officer for faculty and campus programs works closely with the director of the Carolina Center for Public Service, faculty, and staff colleagues to address the mission of the Center to further engaged scholarship and engaged activities at the University of North Carolina at Chapel Hill. The duties of this position include, but are not limited to, the following areas of responsibility: Program Development and Implementation, General Administration, and Evaluation and Assessment.

##### **Faculty Program Development and Implementation: (40%)**

- Facilitate the Thorp Faculty Engaged Scholars Program, including selection of scholars and planning sessions.
- Coordinate the Center's faculty development activities around service-learning, including the annual Course Development Institute in partnership with the APPLES Service-Learning Program.
- Administer service-learning course development grants in partnership with the APPLES Service-Learning Program.
- Establish workshops, seminars and other trainings that support faculty development for engaged scholarship, including the Skills & Practices of Engaged Scholarship series.

##### **Campus Program Development and Implementation: (25%)**

- Manage annual Engagement Units Summit related to engaged teaching, research and service.
- Work with director and advisory board to design and implement campus programming in support of engagement and engaged scholarship, particularly in regard to the campus Academic Plan and other identified campus priorities.
- Identify and pursue strategies to support University staff in pursuing public service.

**Evaluation and Assessment: (25%)**

- Work with associate director and other staff to establish and conduct on-going assessment and evaluation of CCPS programs, both individually and collectively.
- Develop evaluation research around student civic engagement and engaged scholarship.
- Advise staff and student organizers who plan, implement and evaluate various programs.

**General Administration: (10%)**

- Provide administration and administrative support as related to faculty and campus programming.
- Participate in regularly scheduled staff, program team and advisory board meetings.
- Additional responsibilities may include aspects of other programs, representation of the Center at University and community committees and events, promotion of public service activities, and further development of Center activities.

**QUALIFICATIONS:**

- Masters degree and three to five years progressively responsible experience in higher education or related field
- Knowledge and experience in program planning and project management
- Demonstration of prior experience with research, evaluation and assessment
- Excellent written and oral communication skills, as well as attention to detail and demonstrated experience working as an effective team member
- Knowledge of current practices and trends in engaged scholarship and faculty development in higher education
- Ability to independently plan, manage and meet deadlines for multiple projects with minimal supervision and a positive attitude
- Ability to establish and maintain effective working relationships with a variety of people and organizations and to keep leadership and staff well informed of project progress and changes
- Knowledge of UNC/higher education institutions and an appreciation of the role of public service and engagement in the University
- Demonstrated commitment to public service