JOB DESCRIPTION

POSITION TITLE: Coordinator of Bonner Program and Social Justice Education

JOB CLASS: Staff

SUPERVISOR:

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT:

POSITION OVERVIEW:

The Coordinator of Bonner Program and Social Justice Education will oversee all aspects of the Bonner Program. The Bonner Program is a program that provides diverse low-income, under-represented, and first generation students with the opportunity to attend college, while engaging their talents and educations in building and supporting communities. The Coordinator will also be responsible for developing, coordinating, and administering programs and activities that serve students and faculty, as well as academic and student service units to integrate high-impact educational practices into the cultural and spiritual ethos of the University.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

The successful candidate should possess strong communication and management skills, a commitment to community engagement and social justice, and the ability to relate to a variety of constituents including students, faculty, staff, parents, and community partners. Experience in working with community partners, service programs, a thorough understanding of a broad range of campus populations, and a track record of high productivity and job performance are essential. Experience with service programming, familiarity with national programs and knowledge of current trends and issues found within those organizations is also required. The successful candidate must possess a Bachelor’s Degree and have a minimum of 3 years of experience in community engagement programs.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities:

- Execute and/or develop intentional outreach programs and initiatives for specific student populations designed to increase engagement and retention.
- Maintain a strong working relationship with the Bonner Foundation which includes: Preparing annual report to the Bonner Foundation and all other relevant reports; Attending the Bonner Program annual directors/coordinators meetings; Participating in other Bonner Program special initiatives.
- Provide success coaching to Bonner students, including support and resources to develop effective self-determination and self-advocacy to reach students’ academic and personal goals.
- Maintain a four year, developmental, comprehensive Bonner training and enrichment curriculum based on national best-practices, as well as challenge students to integrate their community engagement with their academic and career interests.
- Responsible for the recruitment, appointment, supervision, training and performance evaluation of all Bonner and AmeriCorps students.
- Plan and supervise alternative break trips and other conferences in which our Bonner students participate.
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- Build relationships with community agencies while matching Bonner students with capacity-building volunteer opportunities in the community.
- Supervise the Bonner Specialist AmeriCorps VISTA.
- Manage the Bonner Program’s budget and fiscal operations.
- Provide assistance and support to intercultural, interfaith, safe zone, and first generation student programs.
- Identify and execute opportunities for Bonner-related training and enrichment activities to be open to non-Bonner students across the campus community in order to advance development of social justice education without requiring a significant amount of additional educational programming.
- Support campus efforts around community-based research and community-engaged learning by connecting community-engaged students to these high-impact opportunities.
- Participate in special projects as assigned by Campus Life and Student Success committees.
- Performs other site and position specific functions as assigned.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.