

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

Direct Link: <https://www.AcademicKeys.com/r?job=227767>

Downloaded On: Jul. 17, 2024 1:12pm

Posted Dec. 18, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Associate Director of Community and Civic Engagement
<b>Department</b>	Office of Student Engagement
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 18, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Services Communications/Public Relations
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47125">https://www.ubjobs.buffalo.edu/postings/47125</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Division of Student Life](#) is accepting applications for the Associate 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 Associate Director of Community and Civic Engagement, you are responsible for providing strategic leadership and direct oversight of our community and civic portfolio. Your responsibilities

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include:

- Provide office, divisional and university leadership related to community and civic engagement initiatives
- Deliver and implement a strategic vision and leadership for community and civic engagement programs and partnerships with focus on diversity, equity, inclusion and justice
- Provide leadership and supervise staff who support community and civic engagement initiatives
- Identify and engage with strategic campus partners and key university stakeholders to facilitate campus-wide support for students engaged in campus activism
- Identify and steward key campus and community stakeholders to explore new opportunities to elevate current community and civic engagement programs and services
- Manage budget and oversee fiscal guidelines of community and civic engagement portfolio
- Facilitate and support strategic implementation of large-scale community and civic engagement programming initiatives
- Contribute positively to the overall success of Student Engagement by advancing campuswide support and engagement with all functional areas of Student Engagement

***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

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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. Visit our benefits website to learn 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 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 3 years of experience **or** master's degree with a minimum of one year 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

- Direct experience managing a community and civic engagement portfolio
- Master's degree

### **Contact Information**

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

### **Contact**



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