

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
REPRESENTED POSITION DESCRIPTION**

**SECTION I - TO BE COMPLETED BY THE SUPERVISOR**

Date: 03/8/2019	Division: Academic Affairs	Department: Center for Community Engagement
Incumbent:	Classification/Salary Range: Administrative Support Coordinator II/\$3115-\$5475	Working Title: Community Partner Coordinator
Supervisor's Name: Pilar Pacheco		Supervisor's Classification: Administrator II Supervisors Title: Director
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Existing Position	Position No.:1059
		<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

**PURPOSE OF THE POSITION:**  
Under the general direction of the Director of the Center for Community Engagement (CCE) the Community Partner Coordinator is responsible for the overall coordination, expansion, maintenance and tracking of community partnerships for CSU Channel Islands' (CI) service-learning program and associated initiatives.

**RESPONSIBILITIES & DUTIES:**  
Responsibilities include developing and maintaining mutually-beneficial community partnerships, serving as a resource to faculty during the curriculum and partnership development processes, serving as a resource to students participating in service-learning, maintaining complete, accurate, up-to-date information on various data management systems and databases, facilitating the successful implementation of service-learning activities for each academic term, assure adherence to campus and CSU risk management protocols and policies, and assessing and responding to issues and problems arising in day-to-day program operations.

Community Partnership Development and Coordination: The Coordinator serves as the CCE's primary representative in the community, outreaching to and introducing community organizations to the work of the CCE and to the processes for building service-learning partnerships with CI faculty and students. This position provides overall support for partnership development for service-learning courses campus-wide; executing strategies for effective communication with community organizations; maintaining and creating high quality relationships with community organization staff; and providing resources, training, and other services that will benefit and grow community partnerships based on faculty, student and community need and university priorities. Tracks and evaluates community partnerships. Attends community meetings and events to expand the CCE's knowledge of the surrounding communities, community issues and initiatives. Responds to requests for information and referrals from community. Collects information/feedback from on-going community partners, and insures that service-learning management system, CSUCI SERVES, is accurate with up-to-date community partner information. Develops and maintains tools, resources, training guides and manuals for community partners. Develops systems for collection of and dissemination of information on potential projects and service opportunities to faculty on a regular basis. Familiarizes faculty and students about campus/Chancellor's Office policies and procedures governing academic service-learning placements by scheduling and making classroom presentations, participating in 1:1 faculty meetings, faculty-community partner meetings and by other means as appropriate/requested.

Risk Management: Works directly with the Procurement and Contracts/Risk Management to initiate university-community partnership service-learning agreements. Disseminates risk management policies related to community partnerships and student placements. Collects and administers risk management data for each community partner, conducts community partner site visits as needed.

Data Management: Maintains and utilizes the service-learning management system CSUCI SERVES database in support of service-learning and community engagement activities and risk management practices. Captures data necessary for compliance, reporting and evaluation processes; collects, analyzes and utilizes data in developing reports and to support strategic planning, program quality improvement and evaluation processes. Provides training to relevant database stakeholders (i.e. faculty, students procurement, etc) on the use of CSUCI SERVES.

Training/Events: Develops, implements and leads community partner orientations/trainings/webinars and additional CCE and partner development activities. Assists in the development and implementation of all CCE stakeholder trainings, orientations, workshops, etc. Leads in-class student presentations on the use of the CSUCI SERVES database.

Assists in the development and implementation of all co-curricular community service initiatives (e.g. Day of Service, Cesar Chavez Day, Farm Worker Immersion, Alternative Spring Break, etc). Assists with the supervision of CCE student leaders (CI Corps) and development and facilitation of student leadership workshops.

Administrative Duties: Provides relevant input and information to the Director to develop and implement systems related to partnership development and the placement process. Contributes to the Annual Report, website, and other communication mechanisms to share successes and developments in service-learning community partnerships. Serves on all relevant committees, as assigned. Additional duties as assigned.

**SUPERVISOR/OTHER WORK RELATIONSHIPS:**

Reports directly to the Director for Center for Community Engagement. Works closely with faculty, program/departmental level administrators staff, community partners, and students.

**REQUIREMENTS OF POSITION:**

A bachelor's degree from an accredited institution preferred, a master's degree is strongly preferred. A master's degree in a relevant field may be substituted for one year of non-profit experience. Proven experience in program coordination, partnership development and collaboration between higher education institutions and diverse community groups. Ability to work independently and take on multiple tasks; ability to work with people with diverse backgrounds and public relations/networking skills. Ability to develop, facilitate and lead workshops, meetings and training experiences. Possess excellent interpersonal, written, and verbal communication skills; demonstrate competency in building and sustaining community partnerships, maintaining cooperative working relationships with the public, staff, faculty and students; work in diverse communities. Strong knowledge of computers and word processing, database, meeting apps, desktop publishing/graphics applications, email, Internet, and teleconferencing. Experience with information management database systems Commitment to cultivating social responsibility, cultural awareness and an ethic of civic engagement, both personally and professionally.

Minimum qualifications: Ability to: handle a variety of detailed and complex tasks quickly and with a high degree of accuracy; organize and prioritize tasks appropriately; work both independently and as a team member. Excellent ability in organizational, oral and written communication skills. Familiarity with new media, information technology and systems.. Proficient in the use of personal computers including Word, Excel, etc. Ability to travel locally and for conferences a must. Must possess and maintain a valid license to drive in the State of California. Prolonged periods of sitting and extensive keyboarding are required. Ability to travel a must.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**SECTION II – SIGNATURES**

Incumbent:	Date:	President's Designee (ie: VP/Provost):	Date:
Supervisor:	Date:	Senior Director Human Resources:	Date: