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# Associate Director for Student Engagement

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## Classification

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## Position Details

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### Employee Information

<b>Employee First Name</b>	Nicole
<b>Employee Last Name</b>	Killen
<b>Employee ID</b>	20175108

### General Information

<b>State Title</b>	Program Coordinator I
<b>Classification Code</b>	AH35
<b>Agency Code</b>	H15
<b>Agency Name</b>	College of Charleston
<b>Division</b>	Facilities Management
<b>Position Type</b>	Classified
<b>Faculty / Non-Faculty / Administration</b>	Non-Faculty
<b>EEO Code</b>	E2
<b>Internal Title</b>	Associate Director for Student Engagement
<b>FLSA</b>	Non-Exempt
<b>Slot Number</b>	0003
<b>Position Number</b>	060861
<b>SC Position Number</b>	

<b>Full / Part Time Indicator</b>	F52
<b>Hours Per Week</b>	40
<b>Applicant Manager</b>	Deborah L. Shumate
<b>Supervisor/Manager</b>	

## Position Details

### Job Purpose

The Associate Director for Student Engagement will build sustainability-focused experiential learning opportunities for College of Charleston students. Through programs such as hands-on internships, events supporting an annual learning theme, sustainability scholars and campus as a living lab, this position will work closely with both the operational and academic centers of campus. The College has recently adopted a new Strategic Plan with a cross-cutting commitment of fostering a culture of innovation to create sustainable solutions. This position will work towards achieving this commitment through student engagement opportunities with particular focus on holistic learning and active culture goals.

This position is also critical to the success of the College's recently adopted Sustainability Action Plan (SAP). Achieving carbon neutrality and zero waste, creating a culture of sustainability on campus and offering holistic, integrated learning around sustainability are the four strategic goals of the SAP. The Associate Director of Student Engagement will assist in developing the pathways to achieve these goals and the key performance indicators to determine how we measure our success.

### Minimum Requirements

A Bachelor's degree related to sustainability or other directly related fields. Professional experience demonstrating success in planning and executing events and programs for students and / or professional audiences. Demonstrated commitment to diversity and inclusion, with the ability to establish and maintain working relationships with a diverse student body, faculty, staff and community that is inclusive.. Strong interpersonal, written and verbal communication skills. Effective time management and organizational skills. Working knowledge in all Microsoft Office Suite and Google Suite programs. Working knowledge in all social media platforms, including Instagram and Facebook. Strong facilitation and collaboration skills. Willingness and ability to work occasional evening and weekend hours

**Preferred Qualifications** (in addition to the above minimum qualifications)  
Master's degree related to sustainability, public administration, student affairs or other directly related fields. Professional experience within a higher education institution. Experience working with AASHE STARS and / or closely related sustainability credentials.

### Required Knowledge, Skills and Abilities

A knowledge of sustainability and the ability to apply that knowledge to the job duties and responsibilities. Skills in project and event management and some experience working on a higher education campus. Ability to work closely with diverse students and colleagues to move sustainability initiatives forward at the College. Demonstrated ability to cultivate trust and maintain credibility with a range of stakeholders. Strong organizational skills, effective written and verbal communication skills. Experience managing or mentoring students in a dynamic, fast-paced environment.

<b>Guidelines and Supervision</b>	Reports to the Director of Sustainability.
<b>Additional Comments Regarding Position</b>	Evening and weekend event participation is expected. Some overnight travel to professional conferences/meetings required.
<b>Total number of permanent employees this position directly supervises</b>	0
<b>Total number of employees for which this position is responsible</b>	4-6
<b>Source of Funding</b>	
<b>State</b>	80%
<b>Federal</b>	
<b>Other</b>	20%

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## Managerial Details

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### Managerial Details

**Describe the position's involvement in strategic planning or setting the strategic direction of your organization**

**Who are the primary customer groups or stakeholders within or outside the agency with whom the position has primary working relationships? What is the nature of the work with each?**

**Decision-Making: describe typical decisions that the individual in this position will be required to make, and what decisions will be referred to others**

### Position Supervisory Details

**Total personnel services budget for the area of this position**

**Total funds allocated to the division/department of this position**

**Give a brief description of the**

**function(s) of each position  
reporting directly to you**

**Agency Budget and Other Quantitative measures**

Examples include: # and \$ value of projects supervised, financial or capital expenditure plans created and overseen, physical inventory managed, etc

**Indicate below your agency's budget  
and any other quantitative measures  
which indicate the scope of your  
position**

**Principal Problems and Challenges**

**Principal challenges encountered in  
the position**

## Job Duties

### Job Duties

<b>Activity</b>	1. Manage existing and build-out developing student experiential learning programs including our Internship, Community as a Living Lab and Sustainability Scholars opportunities through student workshops, seminars, field trips and other interactive engagement opportunities. Integrate the implementation of the Sustainability Action Plan into the goals and objectives of the Scholars program using the Campus as a Living Lab. Partner with key academic representatives to build, manage and promote the Scholars program.
	Coordinate and manage the Center's student internship program. Plan internship roles based on mentorship capabilities and needs each semester. Identify campus members and partners who can serve as internship mentors. Recruit, interview and hire student interns. Create and host weekly intern update meetings. Support internship communication and information distribution. Plan internship engagement opportunities. Plan opportunities to build student skills and competencies within the Internship program.
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	45
<b>Activity</b>	2. Supervise and mentor Graduate Assistants and student interns to support the responsibilities of this position
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	20
<b>Activity</b>	3. Co-develop and manage the execution of the CSD program of events for the academic year (SustainFEST, Sustainability Week, Social Justice Coffee Hour, etc.), centering efforts on an annual theme that pulls from the United Nations Sustainable

	Development goals. Work with on and off campus partners to develop intentional collaborations for these events.
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	15
<b>Activity</b>	4. Assist in leading Partner Teams for the Sustainability Action Plan. Support the implementation of the campus wide goals to achieve carbon neutrality, zero waste, and sustainability learning. Co-create student involvement and engagement opportunities with the Center through outreach and education efforts. Facilitate public awareness and education around the Center's core sustainability programs.
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	10
<b>Activity</b>	5. Support the Director of Sustainability in day-to-day management and operations of the Center for Sustainable Development. Provide some administrative support in the areas of procurement and budgeting.
<b>Essential or Marginal</b>	Essential
<b>Percent of Time</b>	10

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## Requisition Form

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### Requisition Form

<b>Last Filled By</b>	Jennifer Jones
<b>Position Supervised By</b>	Jennifer Jones
<b>Advertised Salary</b>	\$35,361 - \$50,394
<b>Special Instructions to Applicants</b>	
<b>Is this position Grant funded?</b>	No
<b>Banner index number (old account number)</b>	110092
<b>If Band 5 or above, list Panel Members</b>	Jennifer Jones (Chair) Nicole Killen Oliver Jones TBD
<b>Panel Chair</b>	Jennifer Jones
<b>Chair Phone Ext</b>	3-0749
<b>Chair E-Mail</b>	jejones2@cofc.edu
<b>If you plan to advertise externally, indicate the advertising sources</b>	State Website CofC Website Indeed Unemployment Office

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## Applicant Documents

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### Required Documents

1. Resume
2. Cover Letter / Letter of Application

### Optional Documents

1. Other Document
  2. Other Document 2
  3. Other Document 3
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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
    - o Chronicle of Higher Education
    - o CofC - Alumni Career Services
    - o College of Charleston Website
    - o Diverse: Issues in Higher Education
    - o Glassdoor
    - o Handshake
    - o HigherEdJobs
    - o Indeed.com
    - o Internal Job Posting
    - o jbcjobs (Joint Base Charleston Military & Family Readiness)
    - o Job Fair
    - o LinkedIn
    - o Monster.com
    - o Personal Referral
    - o Post and Courier
    - o Public Job Posting
    - o SC Government Website (Neogov)
    - o SC Works (SC Department of Employment and Workforce)
    - o Twitter
    - o Word of mouth
    - o Other
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## Employee

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### Seated User

#### Details

**First Name** Nicole

<b>Last Name</b>	Killen
<b>Employee Id</b>	20175108

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## Supervisory Position

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### Supervisor Position Description

<b>Job Title</b>	Director of Sustainability
<b>Position Number</b>	131737
<b>Org Unit</b>	Center for Sustainability
<b>First Name</b>	Jennifer
<b>Last Name</b>	Jones
<b>Email</b>	jejones2@cofc.edu

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## Supplemental Documentation

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No documents have been attached.