
Job Title	Academic Service-Learning Manager
PVN ID	QB-1509-000725
Category	Managerial and Professional
Location	QUEENSBOROUGH C. C.
Department	Academic Affairs
Status	Part Time
Hourly Rate	\$20.00-\$35.00
Hour(s) a Week	15.00-19.00
Closing Date	Oct 15, 2015 (Or Until Filled)

General Description

The Office of Academic Service-Learning (OASL) at Queensborough Community College (QCC) seeks a Project Manager to advance academic service-learning to Career and Technical Education (CTE) students to increase retention and graduation rates as well as skills attainment. The OASL implements academic service-learning projects for students in CTE majors with non-profit community-based organizations as well as offices and programs on the QCC campus. Projects will respond to specific course objectives, Academic Service-Learning learning outcomes, and specific needs of the partners.

Service-learning combines community service with classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility. Service-learning programs involve students in activities that address local needs while developing their academic skills and commitment to their community (American Association of Community Colleges).

The Project Manager will be responsible for:

- Collaborating and assisting faculty in designing, developing and/or conducting Academic Service-Learning (ASL) research;
- Coordinating assessment of ASL service-learning projects;
- Assisting with program evaluation and suggesting ways to improve the academic service-learning experiences;
- Assisting with creating and revising student and community partner evaluation instruments;
- Assisting with ensuring that courses meet academic service-learning criteria;
- Assisting with dissemination and interpretation of ASL survey and reflection activity results;
- Overseeing the implementation of student and community partner ASL survey to Survey Monkey;
- Assessing the impact of service-learning on community partners;
- Assisting with dissemination and interpretation of ASL results.

Other responsibilities include:

- Recruiting faculty for academic service-learning projects;
- Recruiting, establishing, maintaining and sustaining community partnerships in promotion of academic service-learning projects;
- Assisting Office of Academic Service-Learning Office with tasks as needed.

Other Duties

Qualifications

Masters degree in related field required; AmeriCorp experience preferred.

Proficient in Microsoft Office applications

Experience in higher education

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