



**Date:** March 30, 2016  
**Title of Position:** Sr. Special Programs Coordinator - Service & Civic Learning  
MCCC Unit Position, Gr. 5  
**Salary:** Estimated range \$54,132 - \$57,065 (per MCCC contract) with benefits  
**Effective:** Spring 2016

**Position Summary:** Coordinate and direct daily operations of service and civic learning program opportunities.

**Essential Functions:**

- Lead initiative to recognize and increase civic learning opportunities consistent with Massachusetts Board of Higher Education's Vision Project goal of preparing students to be responsible citizens.
- Recruit and train service-learning students (i.e., by new student orientations and class presentations).
- Organize and facilitate Service Learning Club meetings.
- Place students in service sites.
- Prepare and monitor service learning budget.
- Supervise and coordinate assigned service learning staff including work-study students.
- Promote professional development for faculty in service and civic learning.
- Work with faculty to increase service and civic learning opportunities for students.
- Develop community site placements with faculty and community partners.
- Review and update service and civic learning policies and procedures.
- Develop and document service and civic learning activities necessary for BCC to qualify for President's National Community Service Honor Roll.
- Lead faculty and staff work necessary to prepare BCC application for Carnegie Classification.
- Participate in campus activities that support service and civic learning (such as strategic planning, Diversity Committee, etc.).
- Participate in community activities that support service and civic learning (such as Pittsfield Promise Committee, Asset Based Community Development Sub-Committee, etc.).
- Convene Service Learning Advisory Board and provide recognition events for community partners.
- Attend statewide meetings appropriate for service and civic learning.
- Collaborate with faculty, community partners, and Office of Institutional Effectiveness to track participation and to assess learning outcomes in courses with service and/or civic learning (using student surveys, site evaluation of student performance, faculty survey, site visits, etc.).
- Promote service and civic learning through BCC website, BCC Facebook page, and PR materials.

**Qualifications:**

- Master's degree in Education, Counseling, Psychology, Business Administration, Marketing, Education Administration, or other field related to area of assignment; with three (3) years' experience and/or training involving area of assignment, which may include business management, program/project management, grant administration, budget development, community relations, curriculum development, education, counseling, substance abuse, non-traditional student services, or public assistance programs.

## Position Vacancy 16-018R

- Strong sensitivity to the needs of a diverse student population in an open enrollment environment.
- Record of success working with traditional students as well as adult learners.
- Demonstrated positive, collaborative working relationships with faculty, staff, and community partners to cultivate student placement opportunities.
- Strong interpersonal, presentation, and written communication skills.
- Relevant computer skills, including appropriate use of current and emerging social media applications and software programs supporting student success.
- Availability to work occasional weekend or early evening hours.

An equivalent combination of education, training, and experience will be considered for applicants who do not meet the qualifications as stated above. Such applicants are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

### Additional information:

Source of Funding: 01/AA

Area of Assignment: Academic Affairs

Supervisor: Vice President for Academic Affairs

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

**Application Procedures:** For consideration, submit cover letter, resume, and names and telephone numbers of three current professional reference to Heidi Bailey, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu)

**Application closing date: April 13, 2016.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

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