

**Santa Clara University**  
**Position Description**

**Position Title:** Manager - Experiential Learning for Social Justice Curriculum

**Department:** Office of Undergraduate Studies

**Term:** Full-time, continuing

**Supervisor:** Vice Provost for Undergraduate Studies

**I. BACKGROUND**

The Office of Undergraduate Studies supervises Santa Clara's Core Curriculum. Experiential Learning for Social Justice (ELSJ) is a Core requirement for all undergraduate students. ELSJ opportunities involve face-to-face contact with marginalized communities, as well as analysis and reflection upon that contact. ELSJ courses foster the learning goals of civic engagement, perspective, civic life, and social justice.

**II. PURPOSE**

The role of the Experiential Learning for Social Justice (ELSJ) Curriculum Manager is to supervise and manage the curricular dimension of the Core Curriculum requirement in the Experiential Learning for Social Justice, advise students on courses meeting this core curriculum requirement, and assist with advising for other University requirements as needed. Reporting to the Vice Provost for Undergraduate Studies, the ELSJ Curriculum Manager will supervise courses fulfilling the ELSJ requirement and serve as curricular liaison to both the programs on campus offering ELSJ experiences and to off campus community partners. On campus programs include the Ignatian Center's Arrupe Community Based Learning Program, Kolvenbach student immersion program, and partnership with Catholic Relief Services. The Manager will work with other offices and groups on campus in support of curricular ELSJ experiences including Campus Ministry, the Center for Student Leadership, The Career Center, Santa Clara Community Action Program (SCCAP), the International Programs office, the academic departments and deans' offices, the Faculty Core Committee for ELSJ, and other groups and units as appropriate. Off campus programs include more than 50 community partners.

**III. DUTIES AND RESPONSIBILITIES:**

a. Administration

- Maintain records and databases of ELSJ opportunities and participation
- Communicate with faculty, deans' offices, and the registrar's office about ELSJ programs and scheduling
- Create content for Core website and print publications

b. ELSJ Course Supervision and Advising

- Teach and or supervise ELSJ courses and practica in Pass/no Pass classes

- Work with the Dean of Academic Support Services and Drahmman Center staff to provide information to students and advisors about ELSJ course opportunities
- c. Consultant to faculty Work with the Vice Provost for Undergraduate Studies to support Curriculum Development for faculty for ELSJ courses
  - Develop guidelines for student work associated with Community Based Learning courses, immersion trips, and related ELSJ experiences (journaling, social analysis, reflection papers, etc.)
  - Develop and lead faculty workshops and training in association with the Drahmman Center, the Ignatian Center and other units. Create training content on topics including curriculum development, Core implementation, assessment and community partnering
  - Consult with the Faculty Core Committee for ELSJ. Provide feedback and recommendations to committee. This position may serve as ex-officio member of committee
- d. Liaison to the Ignatian Center, Campus Ministry, SCCAP, other campus units and off campus community partners
  - Communicating and coordinating with campus and off campus units in which ELSJ options are located
- e. Assessment
  - Collecting sample student work for assessment of student learning in relation to ELSJ learning objectives
  - Contributing to design of assessment measures and instruments for ELSJ
- f. Other responsibilities and special projects as needed

#### **IV. QUALIFICATIONS**

- Graduate degree required. PhD Preferred. Experience coordinating service learning, community based learning, or other social justice oriented programming strongly preferred.
- Demonstrated ability to work with undergraduate students. Strong preference will be afforded applications with at least 3 years prior experience in higher education.
- Demonstrated organizational, interpersonal, communication, and computer skills.
- Demonstrated ability to manage multiple tasks and exercise sound judgment.
- Effectiveness in training, oral presentation, and collaborative problem-solving.
- Demonstrated experience with assessment.
- Commitment to understand and support Santa Clara University's distinctive Jesuit educational vision and to model the institutional values of competence, conscience and compassion.

10/08/09