

**Position: Director of the Program in Engaged Scholarship**

**Overview**

The Director of the Program in Engaged Scholarship will assume primary responsibility for the implementation of an exciting new initiative connecting public service to academic coursework at Harvard College. This position will be housed in the Phillips Brooks House: Center for Public Service and Engaged Scholarship. This position will also receive administrative support (supplies, finance, technology, etc.) as the director of a program in this department. This is a dual reporting position, to the Dean of Undergraduate Education (curriculum and pedagogy) and the Assistant Dean for Public Service (experiential placements). The Director of the Program in Engaged Scholarship will also work closely with the FAS Standing Committee on Public Service, student and staff leaders of public service offices/organizations on campus, and other offices providing teaching and learning resources at Harvard University, such as the Derek Bok Center for Teaching and Learning. The Director of the Program in Engaged Scholarship is expected to keep abreast of the field and literature of engaged scholarship and to develop strong relationships with engaged scholarship efforts on peer campuses, including but not limited to, participation in The Research University Civic Engagement Network (TRUCEN).

As a staff member of the Phillips Brooks House Center for Public Service and Engaged Scholarship, the Director of the Program in Engaged Scholarship will observe regular working hours, which includes time for teaching responsibilities. The Director of the Program in Engaged Scholarship will also be expected to teach a minimum of one Engaged Scholarship Activity Based Learning Course annually within the Faculty of Arts and Sciences (FAS). Teaching an additional course at Harvard University each academic year may be allowed if desired.

The core responsibilities of this position are as follows: support faculty in developing Engaged Scholarship Activity Based Learning courses; support faculty and teaching staff of Engaged Scholarship Activity Based Learning courses; develop content for an online summer learning and reflection component; support faculty-led international summer of service experiences; promote opportunities afforded by the Program in Engaged Scholarship; data collection and reporting on the activities of the Office of the Program in Engaged Scholarship; and administrative oversight of the Program in Engaged Scholarship. Other responsibilities may be added as this initiative develops.

**Duties & Responsibilities**

**Faculty Recruitment and Course Development:** Design and update both a written handbook and an online guide for faculty on developing and teaching Engaged Scholarship Activity Based Learning Courses. This guide will include various models of how to incorporate public service engagement with course work (Engaged Scholarship Activity Based Learning Courses, sections, assignment, etc.). Ensure that policies and procedures of FAS and Harvard College are observed, including those of the Institutional Review Board (IRB) and Phillips Brooks House: Center for Public Service & Engaged Scholarship. Develop and update an application for Program in Engaged Scholarship Course Development Funds. Establish relationships with academic departments, recruit faculty, and meet with faculty members expressing interest in developing new Engaged Scholarship Activity Based Learning courses. Work with staff and student leaders of public service offices/organizations to take advantage of existing public service programs and community relationships for experiential components whenever possible. Present applications for Program in Engaged Scholarship Course Development Funds to the Dean of Undergraduate Education and FAS Standing Committee on Public Service for approval. Oversee the distribution of these funds to faculty members for the development of new courses.

**Support for Faculty and Teaching Staff:** Meet with faculty members teaching Engaged Scholarship Activity Based Learning Courses prior to the start of each academic semester to discuss best practices and outline support the Office of the Program in Engaged Scholarship provides. Work with faculty to identify a Program in Engaged Scholarship Teaching Assistant for each course and distribute stipends to identified teaching assistants. Schedule regular meetings with the Program in Engaged Scholarship Teaching Assistants to share best practices, troubleshoot issues, and collect common data at the end of each semester. Visit the experiential component site of each Engaged Scholarship Activity Based Learning course to ensure the appropriate integration of service and academic coursework.

**Online Summer Learning & Reflection Component:** Building upon existing efforts,develop and update a Program in Engaged Scholarship Summer Service Portal. This portal will serve as an online summer learning and reflection component for students engaged in Harvard College Summer of Service opportunities. This online summer learning and reflection component will include weekly readings; related videos of faculty members, community leaders, and staff; submission of weekly reflections; chat rooms; and other features to promote the online learning community.

**Faculty-led International Summer of Service Experiences:** Utilizing a proposal approved by the FAS Standing Committee on Public Service, develop and update an application process for faculty members to lead Program in Engaged Scholarship Faculty-Led Service Trips based on their teaching and research interests. Present applications for Program in Engaged Scholarship Faculty-Led Service Trips to the Dean of Undergraduate Education and FAS Standing Committee on Public Service for approval. Provide administrative support to ensure the quality of both learning and service inherent in these experiences. Work closely with the Office of Career Services and/or the Office of International Education on the selection and funding of students to participate in these summer service experiences.

**Promotion and Data Collection:** Utilizing resources available in the Phillips Brooks House, develop and update both written and online materials promoting opportunities afforded by the Program in Engaged Scholarship. Maintain an updated list of Engaged Scholarship Activity Based Learning courses and promote these opportunities to students. Represent this effort by speaking publically on the integration of service and academic coursework and the work of the Program in Engaged Scholarship. Develop and update evaluation metrics, collect data, and communicate this information in reports and promotional materials.

**Administration:** Manage the Program in Engaged Scholarship including the development of annual budgets and reports to the donor. Develop expansion proposals as needed.

**Basic Qualifications**

Doctoral degree in any field and previous teaching experience required. Previous experience teaching courses with an experiential public service component preferred. The ability to implement a new initiative and recognize and propose adjustments based on lessons learned; ability to communicate passionately and persuasively, both orally and in writing, on the benefits of the intersection of public service and academic learning; ability to work collaboratively with others, both teaching staff and public service leaders, and independently in a fast-paced environment; and strong organizational skills are sought for this role.

**Additional Information**

All formal written offers will be made by FAS Human Resources.