



Engaged Institutions Initiative

Director of Community Engagement

Draft Position Description

06/21/07 WHO

PRIMARY RESPONSIBILITY

Reporting directly to the Dean of the Arnold School of Public Health, the Director of Community Engagement will advance the mission of the School through developing initiatives that cultivate new community-campus partnerships, formulating strategies that strengthen existing partnerships, and supporting efforts that increase the value of scholarly products resulting from community-campus partnerships.

DUTIES

- Leads new outreach efforts to key community and institutional stakeholders that create new community-campus partnerships
- Directs the dissemination of information and resources within the institution and to the community that stimulate community engagement
- Facilitates on-going taskforce meetings with institutional stakeholders and community partners that support community engagement
- Develops new methods and tools that strengthen community-campus partnerships
- Investigates and proposes new methods for evaluating community-engaged scholarship in tenure and promotion
- Identifies extramural funding sources that will augment the community-engagement efforts of the School and participates in the development of grant proposals
- Represents the School in community engagement activities

IMMEDIATE TASKS

- Assemble a taskforce of institutional stakeholders and community partners to develop a plan to add a "community" section to the School's web site.
- Create a database of community-engaged activities that is accessible to faculty, staff, students, and the community
- Develop sample "Memoranda of Understanding" and "Letters of Agreement" for community-campus partnerships.
- Participate in USC's efforts to obtain Carnegie Foundation's elective classification in community engagement

LONGER-TERM PROJECTS

- Coordinate the establishment of a community advisory group for the School
- Develop a Community Engagement Academy designed for and by community partners.

****For Engaged Institutions Initiative (EII) team member distribution only****