

**Appalachian State University**  
**Appalachian & the Community Together (ACT)**  
**Position Announcement:**  
**Assistant Director for Community Service**



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Appalachian State University is seeking a dynamic, creative, and organized professional to join an experienced team in working with a group of committed and talented student leaders to coordinate community service programs at one of the nation's premier comprehensive universities. The position reports to the Associate Director for Student Engagement and Leadership and affords the unique opportunity of working with caring, experienced professionals to meet local community needs through community service & service-learning. The successful candidate will have responsibility for the coordination of ACT's large-scale programming and outreach efforts, as well as oversight and advising of two leadership teams. The position description and more information about the Department of Engagement & Leadership, ACT, and Appalachian State University is available at [engageandlead.appstate.edu](http://engageandlead.appstate.edu) and [act.appstate.edu](http://act.appstate.edu).

**General Description:**

The ACT Assistant Director for Community Service has the primary responsibility of providing opportunities for students to develop as leaders and citizens through the planning, coordination, and implementation of ACT programs and initiatives. At the core of this position is the expectation of developing and maintaining a strong student team through intentional advising, ongoing trainings, and committee work with students. The ACT Assistant Director for Community Service will serve as an educator on and advocate for the social issues ACT strives to address through its programs and initiatives. This staff member will work to build and maintain relationships with students as well as campus and community partners, to create high quality and positive service experiences for all key stakeholders.

**Qualifications:** The ACT Assistant Director is a full-time, 12-month position, reporting to the ACT Associate Director within the Department of Student Engagement & Leadership, housed in the Division of Student Development. This is a masters-level position, with a degree in Student Affairs, Higher Education, or related field with 3 years of experience.

**Compensation Package:** Salary range is \$45,000 to \$47,500. The Assistant Director receives departmental support for professional involvement and travel. The Assistant Director position is a full-time administrative EHRA position. State of North Carolina benefits apply, for more information visit the Human Resources website: <http://hrs.appstate.edu/faculty-staff/benefits>

**To apply:** A completed application must include a letter of interest, resume, and three references including their name, address, email address, and telephone number. Candidates should apply and submit their materials electronically through the Human Resources website: <https://appstate.peopleadmin.com/>

**Deadline to apply:** Review of applications will begin immediately, and will continue until the position is filled. Proposed starting date for this position is July 1, 2017.

The position description and more details can be found in the position posting:  
<https://appstate.peopleadmin.com/postings/14414>