DukeEngage empowers students to address critical human needs by fully funding a summer of immersive service, in the process transforming students, advancing the University’s educational mission, and providing meaningful assistance to communities in the U.S. and abroad. Each year, DukeEngage funds, trains, and supports approximately 420 Duke University undergraduates selected to take part in immersive service projects for a minimum of eight weeks.

**Occupational Summary**

We know that thoughtful preparation and follow-up to student civic engagement activities can be the difference between creating summer programs vs. creating meaningful, transformative experiences.

Reporting to the Senior Assistant Director for Student Programs and Outreach, the Assistant Director for Training and Student Development is responsible for conceptualizing and implementing training and student development initiatives for both the preparation of students undertaking DukeEngage and for their transitions back to Duke.

**Student Training and Preparation (50%)**

**The Fortin Foundation DukeEngage Academy**

- Design, budget and implement the annual DukeEngage Fortin Foundation Academy for all DukeEngage participants, a pre-departure program that currently serves 425+ DukeEngage participants and 50+ staff.
- Manage the Fortin Foundation Academy schedule and program through Guidebook.
- Liaise with campus and community partner presenters to secure event space, meals, technology, presenters and other logistics.
- Evaluate training impacts and learning outcomes using self-reported data and using external validation.

**Online Trainings**

- Sustain a portfolio of relevant and informative online trainings designed to ensure that all participants have access to information critical to a productive and healthy volunteer experience.
- Update and create new modules when required.
- Collaborate with the Assistant Director for Evaluation and Assessment on the technical development and rollout of online trainings.

**Pre-departure Meetings and Reunion Meetings**

- Oversee required pre-departure and reunion events for all DukeEngage programs including resources for meeting activities and providing relevant student information to program leaders.
- Maintain a reimbursement and budgeting system for program specific meetings.
- Collaborate with colleagues in Global Education Office (GEO), Duke Service-Learning, the Directors of Academic Engagement, CAPS, and other Duke offices to coordinate a welcome back event for students in the fall and for study away students in the spring and a series of dinner discussions on relevant topics in the fall.

**Student Outreach and Leadership (40%)**

Deepen student impact through year-round calendar of learning and leadership opportunities to explore and develop civic, professional, and personal interests before and after their service summer.

- Recruit, screen, organize and supervise participants for three student leadership initiatives:
GuiDEs, the DukeEngage student leadership team. GuiDEs participate in public speaking, marketing, peer advising, and as a focus group for DukeEngage staff.

**DEALS:** The DukeEngage Academy Leaders. DEALS volunteer during the DukeEngage Fortin Foundation Academy and provide support as assistants, co-presenters, and peer storytellers.

**Brodhead Service Fellows:** Brodhead Service Fellows apply for a second summer of service in the United States.

- Support DukeEngage 365: DukeEngage 365 offers student participants a year-round calendar of opportunities to explore and develop civic, professional and personal interests before and after their summer of service. Duties include identifying, scheduling and advertising supplemental workshops and professional development opportunities for DukeEngage participants on topics ranging from career planning, ongoing civic engagement, and personal and social identities; collaborate with the Assistant Director for Assessment and Evaluation to develop a system to enroll and track student participation; handle all logistics surrounding the workshops.
- Oversee the Re-Engage newsletter, a weekly email digest for DukeEngage alumni and collaborate with the Director of Communications to write/distribute a summer email digest to provide in-the-field guidance and support to participants.

**Other (10%)**

- Conduct assessment visits to DukeEngage program sites on as-needed basis.
- Collaborate with the Senior Assistant Director for Student Programs and Outreach and the two Assistant Directors for Programs on assigned projects.
- Supervise the work of two part-time graduate assistants.
- Provide logistical support for an international conference for community partners every other year.
- Represent the DukeEngage office to faculty, students and partner institutions and present at conferences and to professional organizations.

Perform other related duties incidental to the work described herein. The above statements describe the general nature and level of work performed by individuals assigned to this classification. This is not an exhaustive list of all responsibilities and duties required of personnel so classified.

**Qualifications:**

Minimum Bachelor’s degree, Master’s Degree preferred. Certification from an accredited training organization, e.g., American Society for Training and Development; membership in professional organizations for cross-cultural educators, e.g., NAFSA, SIETAR, etc.; coursework in College Student Personnel Administration a plus. Prior experience teaching, managing cross-cultural training functions and/or coordinating experiential or service-learning programs preferred. Work requires strong communication and organizational skills, and a desire to be part of a high-functioning team. Availability for evening, weekend, and US and international travel required. To apply for this job, go to the Duke Human Resources web site at [http://www.hr.duke.edu/jobs/main.html](http://www.hr.duke.edu/jobs/main.html), job # 401398725 and mail materials to: Assistant Director for Training and Student Development Search, c/o DukeEngage, 114 S.Buchanan Blvd, Bay 8, PO Box 90590, Durham, NC 27708.