

CALIFORNIA STATE UNIVERSITY, FRESNO
Interim Director, Jan & Bud Richter Center for Community Engagement and Service-Learning

Organizational Description

The Jan and Bud Richter Center for Community Engagement and Service-Learning is one of the premiere higher education community engagement programs in the nation. The Center operates under the knowledge that students realize unique personal, professional and academic benefits when involved in service to others. This knowledge is consistently supported by research on student learning and development. The Richter Center seeks to expand the culture of service at the university, ensuring that all Fresno State students take advantage of the opportunities afforded them through service.

Overview:

The Interim Director of the Richter Center reports directly to the Vice Provost for Academic Affairs. This reporting structure reflects the academic nature of Richter Center programs and the fact that the Center's programs serve the entire campus.

The primary purpose of this position is to oversee and maintain the Center's current efforts related to research, analysis, development, reporting, and evaluation of community engagement and service-learning opportunities. The incumbent determines appropriate methods, policies, and procedures to achieve programmatic goals; leads event planning and coordination efforts; ensures compliance with applicable regulations or requirements governing the program; and serves as liaison to numerous campus departments, programs and offices, as well as outside agencies and entities.

This is a temporary position, from approximately July 21, 2025 to December 31, 2025, or until a permanent Director can be hired.

Major duties of the job include:

- Direct all activities related to a multi-faceted, university-wide community engagement and service-learning program.
- Market and promote community engagement, service-learning, and aligned university programs to the campus and community.
- Develop and maintain extensive contacts on and off campus.
- Serve as the staff person for the Service-Learning Subcommittee of the Academic Senate.
- Direct paid service programs such as ENP Reads, College Corps, AIMS STEM Tutoring, and Scholars In Service programs, employing approximately 180 students each year.
- Advance the quality and quantity of service-learning course offerings through outreach, faculty development and development of supportive resources.
- Manage university-wide data collection efforts and research on community engagement and service-learning outcomes.
- Maintain awareness and involvement in campus, community, state and federal service initiatives.
- Manage multiple state and foundation program budgets.
- Seek funding from outside sources as appropriate to directly support and advance community engagement and service-learning initiatives.
- Supervises full-time and part-time staff members, Faculty Service-Learning Mentor (faculty member), student assistants and student volunteers.
- Reviews and evaluates program service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to enhance services.
- Prepare various reports such as the Annual Report to the Provost and the annual report to the Richter Center Advisory Committee.
- Work with the University President and other staff to coordinate and lead the annual meeting of the Richter Center Advisory Committee.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.

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- Perform other duties as required.

Supervisory Responsibility:

Who supervises/leads this position:	Vice Provost
Who is responsible for completing the Performance Appraisal:	Vice Provost
What other classifications does this position supervise:	ASA, ASC, AAS/EI, SSP III, SSPIV

Minimum Requirements: Knowledge, Skills, and Abilities:

Knowledge of:

- In-depth familiarity with community engagement and service-learning fields.
- Knowledge of local, state, and national service fields.
- Knowledge of principles of institutional planning and budget processes.
- Knowledge of applicable laws and regulations to effectively run department.
- Knowledge of the principles and practices of effective leadership, motivation and performance evaluation.
- Knowledge of computer office systems and ability to use a broad range of technology, systems, and software packages (Microsoft Office Suite, Google applications.)

Skill/Ability to:

- Analyze, interpret, and manage financial data and make strategic business decisions.
- Develop and manage funding through grants and other means.
- Demonstrated sensitivity to the needs of a diverse student population.
- Work effectively with faculty, staff and students from diverse disciplinary, ethnic, cultural, and socioeconomic backgrounds.
- Exercise sound administrative judgment and initiative in the development of methods and procedures and in the solution of difficult problems.
- Develop and implement plans and initiatives to meet established goals and advance the vision of the university.
- Ability to facilitate group participation, consensus building and foster employee development through coaching, counseling, training.
- Excellent communication (oral and written) and interpersonal skills.
- Conduct ongoing review and evaluation of staff and operations to enhance processes to meet programmatic goals.

Education and Experience:

Master's degree in related field.

One or more years in supervisory or management-related experience.

Three years of teaching or other related professional experience.

Five to eight years of professional experience in community engagement and volunteerism.

Preferred Knowledge, Skills and Abilities:

Experience teaching university level service courses