

Saint Michael's College Job Description

Job Title: Assistant Director of MOVE

Department: Mobilization of Volunteer Efforts

Supervisor: Director of MOVE

Status: Salaried/Exempt

Salary Range:

Date Created: 07/30/2026

Last Revised: 08/017/2026

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Develop, coordinate, and promote service, social justice, mentoring, and community engagement programs that support student learning, leadership development, and civic responsibility.
- Serve as the primary liaison for community partners and affiliates participating in MOVE's Service Trip program, Mentor program, and other community engagement programs.
- Strengthen the visibility and impact of MOVE across campus through curricular and cocurricular collaboration as well as through partnerships with the Institutes at Saint Michael's College.
- Collaborate with MOVE professional staff, student leaders, and agency coordinators to identify and address organizational needs while fostering a strong sense of community and partnership across Saint Michael's College and the broader community.
- Demonstrate curiosity, adaptability, and a commitment to continuous learning and growth.

Essential Duties and Responsibilities:

- Lead the planning, development, implementation, and assessment of Mentor and Service Trip programs.
- Advise, support, and mentor student leaders in recruitment, selection, placement, program implementation, volunteer recognition, and leadership development.
- Design and facilitate annual leadership training and ongoing professional development opportunities that integrate Leadership Development, Social Justice Education, and Catholic Social Teaching.
- Maintain program budgets and related financial records.
- Coordinate communication and ongoing engagement with community partners, students, faculty, and staff to support program goals and partnerships.
- Support MOVE-led Community Engaged Learning (CEL) initiatives.
- Advise additional local program leadership teams, as assigned.
- Contribute to an inclusive, equitable, and welcoming environment that fosters connection, engagement, and growth.

Secondary Responsibilities:

- Become certified to train students to operate Saint Michael's College vans.
- Lead a domestic Service Trip, as needed and available.
- Maintain engagement with professional networks and resources relevant to mentoring, service learning, and community engagement (e.g., Campus Compact, Champlain Valley Mentoring Network, Catholic Volunteer Network).
- Serve on campus and community committees, as appropriate.
- Participate in professional development opportunities to enhance knowledge and effectiveness.

- Adapt priorities and responsibilities as needed in response to evolving departmental, divisional, and institutional goals.

Positions Supervised:

- None – assist in functional supervision of student employees and advising of student coordinators and volunteers

Major Contacts:

- Students, staff, faculty, and administration of Saint Michael's College
- Staff and representatives of community organizations with whom MOVE partners locally, nationally, and internationally.

Demonstrates Excellence:

- Demonstrates strong organizational skills, attention to detail, and timely follow through.
- Demonstrates a student-centered approach by listening actively and responding thoughtfully to students' academic, personal, and identity related needs.
- Communicates and collaborates effectively with volunteers, community partners, students, and campus colleagues to strengthen relationships and advance the mission of MOVE.
- Maintains a flexible schedule and demonstrates a commitment to student success and high-quality service.
- Willingness to travel for service trips, professional development opportunities, and other organizational initiatives; prior service trip experience preferred.
- Embraces the Edmundite tradition of hospitality, service, and community engagement, with an appreciation for the history and mission of Edmundite ministries at Saint Michael's College and in Selma, Alabama.

Education and Work Experience:

Required Qualifications

- Bachelor's degree.
- Experience with community service organizations, volunteer programs, and/or immersive service experiences.
- Experience with youth mentoring programs and best practices.
- Experience developing and facilitating student leadership training, community engagement, community partnership, or similar student development programs and initiatives.
- Experience advising and developing undergraduate student leaders.
- Familiarity with social justice education frameworks.
- Understanding of, or willingness to develop an understanding of, Catholic Social Teaching and its connection to service, justice, and community engagement. Commitment to supporting Saint Michael's Catholic and Edmundite mission.
- Flexibility to work irregular hours such as nights and weekends
- Availability for overnight domestic and possible international travel for up to 2-3 weeks

Preferred Qualifications

- Knowledge of Community Engaged Learning (CEL) and related curricular structures.
- Crisis response and/or on call experience.
- Experience in a Higher Education setting

Analytic Skills:

- Strong problem-solving, critical thinking, and decision-making skills.

- Ability to assess complex situations, adapt to changing circumstances, and identify appropriate stakeholders.

Language and Literacy Skills:

- Excellent written, verbal, and interpersonal communication skills, including presentation and facilitation experience.

Computer/Technology Skills:

- Proficiency with Microsoft Office, online research tools, and social media platforms.

Licenses, Certifications and Other Requirements:

- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within typical parameters
- Hearing sufficient to hear within typical range
- Some physical effort required
- Must be able to participate in and lead a service trip

While performing the duties of Assistant Director of MOVE the employee is required to lift and/or move up to 25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.