Public Service Coordinator

The public service coordinator is responsible for implementing and supporting outreach efforts and initiatives of the Office of Leadership Programs. Such efforts include the Community Partners framework, community-based leadership practicum opportunities, and community-based engaged learning. The public service coordinator is responsible for developing internal processes to support those initiatives and for maintaining documents and assets relevant to public service.

Reporting to the director of leadership programs, the public service coordinator will assist the director and assistant director in advancing the office’s mission within the university and Georgia. They will work collaboratively with the staff in the Office of Leadership Programs.

The public service coordinator must possess a strong understanding of the office’s strategic plan, *Leadership for the Public Good, 2019-2023*, and communicate those ideas clearly and effectively.

**Key Function: Teaching**
The public service coordinator will maintain instructional responsibilities within the Leadership Certificate Program, as well as other teaching or instructional responsibilities as assigned by the director of leadership programs. The incumbent will remain current in the scholarly literature on leadership in theory and practice, civic engagement, and public affairs.

**Key Function: Program Management**
The public service coordinator will maintain functional responsibility for the Leadership Practicum within the Georgia College Leadership Certificate Program. The incumbent will maintain full responsibility for the program and for providing one-to-one and small-group consultations to students. The incumbent will be responsible for assessing and reporting on program goals and for ensuring the continued integration of the Leadership Practicum into the office’s other curricular and programmatic offerings. The public service coordinator tracks external relationships with community partners and leadership practicum partner agencies, ensuring that the relevant documents are filed, including memoranda of understanding or agreement with third parties, and that those documents are routed for internal approval as necessary.

**Key Function: Outreach**
The public service coordinator will work with the other members of the Office of Leadership Programs staff to cultivate relationships with community partners and practicum partner agencies, including businesses and private industry, governments and public-sector organizations, and non-profits. The public service coordinator will welcome visiting leadership programs to the university, including the county and regional youth leadership programs that visit Georgia College across the academic year and the Georgia HOBY seminar that spends four days on campus in May.

**Key Function: Collaboration**
The public service coordinator works collaboratively with each member of the Office of Leadership Programs. They should demonstrate capacity for recognizing interdependencies in cross-functional projects; ability to work collaboratively and productively with others to achieve results; ability to scope out length and difficulty of tasks and projects accurately; ability to set objectives and goals; ability to break down work into process steps; and ability to measure performance against goals and to evaluate results.

**Key Function: Advising**
The public service coordinator provides individual and small-group leadership-development consultations to Georgia College students. The incumbent should have a working knowledge of the leadership opportunities available at Georgia College and in the Milledgeville community. They should maintain the relevant advising and consultation files in accordance with Georgia College and the Office of Leadership Programs policy.

**Additional Duties**
The public service coordinator performs other duties as assigned by the director or assistant director of leadership programs. They participate in staff, committee, and other university meetings as appropriate and at the request of the director or assistant director.

**Proposed Minimum Experience/Education**
- Acceptance to or currently enrolled in a Georgia College graduate program.
- Earned master’s degree or minimum eighteen hours of graduate coursework from an accredited institution in an academic discipline offered at Georgia College.
- Demonstrated ability to interact with a broad range of stakeholders, including faculty, staff, students, and community members.
- Demonstrated ability to manage multiple projects and maintain organizational practices.
- Excellent oral and written communication skills.
- Preferred experience in advising or consulting students.
- Mastery of Microsoft Office suite.

**Department Required Skills**
The incumbent should demonstrate a full understanding of Georgia College's role as Georgia's Public Liberal Arts University.