

Director, Civic & Campus Engagement
Requisition Number: JR03299

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About the Institute of Politics

Created in 2013 by University of Chicago alumnus David Axelrod (AB'76), the mission of the Institute of Politics (IOP) is to ignite in University of Chicago students a passion for politics, public service and civic engagement and to provide a forum for the debate and discussion of public issues. By bringing practitioners from the public arena to campus, and providing extracurricular opportunities in politics, policy, government and journalism, the non-partisan Institute seeks to open pathways for engagement and leadership to students across campus.

Four core programs form the heart of the Institute:

- **Career Development:** a dedicated team providing students with one-on-one career advising and hands-on opportunities to explore careers in politics and public service. Each year the IOP provides over 200 paid internships opportunities worldwide in politics, public policy, government, and journalism;
- **Civic Engagement:** a program that enables students to take an active role in solving social and political challenges in their communities during the academic year and develop their leadership skills via student-led programs, workshops and trainings, political exploration treks and special programs;
- **Pritzker Fellows Program:** resident and visiting fellowships where distinguished political officials, policymakers, journalists, diplomats and others come to campus for an academic quarter to work closely with and mentor students; and
- **Speaker Series:** enriching political and policy discourse on campus and in the greater Chicagoland by providing a forum for diverse insights on key issues of the day. More than 1,200 speakers have come to campus from across the political spectrum, a testament to the IOP's non-partisan commitment to elevating public conversation around important contemporary issues.

More information on the IOP can be found at www.politics.uchicago.edu.

Job Summary:

The Director of Civic & Campus Engagement is a senior member of the IOP's team and works with a diverse array of student, campus and community groups to lead, develop and manage the IOP's many Civic Engagement programs. These programs provide approximately 500 students annually with hands-on opportunities to explore politics in action and include leadership development programs, civic/community engagement projects, voter engagement, political exploration trips to local, national and international locations, and skill-building workshops. The Director reports to the Executive Director and manages a Civic Engagement Program Coordinator and two Civic Engagement program Interns; s/he additionally works with IOP staff, the IOP's Student Advisory Board, key University entities, and numerous external partners in the execution of these duties.

Responsibilities:

- Lead the overall design, creation and execution of the IOP's civic engagement programming, ensuring that undergraduate and graduate students from diverse backgrounds, identities, and ideologies engage with the IOP and have access to IOP programs.
- Oversee six student-run leadership programs, including: the Leaders of Colors Initiative, the Women in Public Service Program, TechTeam, the online political journal The Gate, LegUp, and Chicago Peace Corps. Manage and support the teams of student leaders, providing logistical and advisory support for the programs; ensure streamlined compliance with all IOP processes and procedures; develop tracking and data systems to measure annual metrics and program effectiveness.
- Lead the design and execution of IOP political exploration trips, including regular local treks around Chicago to learn more deeply about social/political issues, and annual trips to Springfield, IL and potentially other domestic destinations. Create and develop itineraries that provide students with the opportunity to meet with a diverse array of government officials, policy experts, journalists, consultants, and other public service stakeholders; manage all pre-trip logistics and planning; oversee fair and transparent application selection process for student participants; execute effective travel and trip logistics for student cohorts; evaluate, measure, and report on the trips' effectiveness.
- Plan and execute one international student trip per year, ensuring students understand different political systems and approaches; help identify funding sources for international trips and write proposals for funding.
- Conceive and execute a regular series of workshops to help students develop specific leadership skills, some in partnership with the IOP's Career Development and/or Fellows programs.
- Plan and execute Bridging the Divide, a unique leadership development program offered in partnership with Eureka College in Eureka, IL and Arrupe College in Chicago, IL to bring together 30 freshman and sophomore students to address urban and rural divisions throughout the state of Illinois.
- Co-lead (with IOP's Communications Director) the IOP's "UChiVotes" student voter engagement efforts, including the IOP's partnership with TurboVote, a voter registration system; regular voter registration drives; student engagement in UChiVotes; and annual GOTV events, programs, and communications. Develop and manage partnerships with other student voter registration and GOTV organizations and efforts.
- Lead the strategic consideration, development and execution of new initiatives to incubate and deepen student engagement in politics and public service.
- Initiate and support campus partnerships, including those with other institutes, centers, departments and recognized student organizations.
- Serve as liaison to IOP's Chicago Bound partnership, an urban-focused orientation program for 40 incoming first-year students led by the University Community Service Center (UCSC).
- Consult regularly with the Student Advisory Board (SAB), the student leadership body of the IOP, to get additional student input into Civic Engagement programming.
- Work with Communications team to promote visibility of Civic Engagement programming and impact to make the IOP accessible and appealing to diverse student audiences.
- Manage program budget and prepare mid-year and end of year stewardship reports for funders of the IOP's Civic Engagement programs.
- Maintain a database of all IOP students and alumni who participate/d in IOP Civic Engagement; track their connection and involvement with the IOP on an ongoing basis.
- Build and manage a database of contact information and other details about the IOP's Civic Engagement programs and partners; ensure that all data is current, comprehensive, and correct.

Competencies:

- A demonstrated passion for the mission of the Institute of Politics and for politics, public service and civic engagement.
- Experience leading, working with and mentoring students.
- Strong commitment to diversity and competence working with people from diverse backgrounds and identities.
- Demonstrated ability to lead and motivate others, and to work collaboratively and effectively in a team environment with a wide range of constituencies including high-profile guests, senior leaders, Board members, University colleagues, students and volunteers.
- Superior written, verbal, presentation and interpersonal skills.
- Excellent time management skills, with the ability to prioritize and multi-task with deadlines in a fast-paced environment.
- Strong organizational skills and a superb eye for detail.
- Ability to solve problems and make decisions effectively.
- Willingness to approach contentious issues from multiple perspectives and to mediate differences of political opinion in a constructive, thoughtful manner.
- Strong sense of ethics, fairness, and service to others.
- Ability to effectively compile, track, analyze quantitative event and student engagement data.
- Proficiency with computer programs, spreadsheets and databases, including Microsoft Office suite and Google Docs.
- Willingness and ability to travel required; occasional weekend or evening commitments.

Education:

- Bachelor's degree required. Interest in and knowledge of politics, civic engagement and student leadership development are strongly preferred.

Experience:

- Minimum 5-7 years of experience, including experience working in political, educational, civic engagement or community engagement capacities.
- Proven project management, team-orientation, and diplomacy skills are required, as is experience managing others.

Required Documents:

- Resume
- Cover Letter

NOTE: When applying, all required documents MUST be uploaded under the Resume/CV section of the application.