

The Willie Brown, Jr. Fellowship Program in the School of Public Affairs and Civic Engagement at San Francisco State University is hiring a part-time program manager. This position is a 12-month, 20 hours/week position, with exact days and hours to be negotiated upon hire. Pay is commensurate with experience, between \$20-30/hour. Program manager will work under the supervision of faculty co-directors to administer all aspects of the Fellowship Program, including recruitment, placement, and reporting requirements. This is an excellent opportunity for someone interested in working with city government, high-level donors, and higher education.

The Willie Brown, Jr. Fellowship provides SF State students who have faced barriers pursuing a college education with an opportunity to gain professional experience in the public sector while developing a lifelong commitment to public service. At the same time, the program provides San Francisco's public agencies with a diverse, qualified and well-educated workforce. For more information about the Program, visit <http://pace.sfsu.edu/wlbjffellowship>.

Duties and responsibilities include:

- Develop and implement recruitment strategies
- Administer online scholarship portal, Academic Works.
- Liaise with key offices on campus essential to successful program implementation, including University Corporation, Financial Aid, Institute on Civic and Community Engagement and University Advancement
- Ensure compliance with University risk management policies and procedures
- Work with designated staff, including internship site supervisors and other key partners in the City & County of San Francisco, to secure internship placements and space for the Fellowship seminar each semester
- Liaise with Willie Brown, Jr. Institute staff
- Assist faculty co-directors with managing the selection processes, including scheduling meetings and interviews and communicating with Selection Committee members
- Assist faculty co-directors with communications with fellows
- Establish and maintain relationships with alumni of the Fellowship Program
- Assist faculty co-directors in collecting and compiling program evaluation data
- Prepare the Fellowship Program annual report in consultation with the faculty co-directors

Minimum requirements for the position include:

- Excellent interpersonal communication skills (written and oral)
- Bachelor's degree or equivalent experience
- Proficiency in Microsoft Office applications, especially Word and Excel
- Comfort learning other software programs

Preferred qualification include:

Familiarity with SF State University, the City & County of San Francisco (City Hall, in particular), and the Willie L. Brown, Jr. Institute for Politics and Public Service

- Experience working with high-profile donors
- Experience working with students
- Experience with alumni and donor cultivation
- Experience with program coordination and expansion

To apply, please email cover letter and resume to faculty Co-Directors, Drs. Jennifer Shea &

Tony Sparks, at wbfellows@sfsu.edu. Review of applications will begin immediately and will be ongoing until the position is filled.

This hire is through University Corporation, San Francisco State which is a not-for-profit benefit corporation devoted to furthering the university's educational mission. UCorp employment is *not* a University/State of California employer. UCorp is an EOE/AA Employer. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UCorp. Failure to complete the background check satisfactorily may affect the application status of applicants or continued employment of current UCorp employees who apply for the position.