



ADELE H. STAMP
STUDENT UNION
CENTER FOR CAMPUS LIFE

LCSL | LEADERSHIP & COMMUNITY
SERVICE-LEARNING



COLLEGE OF
EDUCATION

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Manager for Leadership Studies and Development Position Profile

Campus: University of Maryland, College Park

Department/Unit: Adele H. Stamp Student Union- Center for Campus Life / Leadership and
Community Service-Learning (LCSL)

Position Summary

The Manager for Leadership Studies and Development focuses on academic and co-curricular leadership education initiatives affiliated with the [Leadership and Community Service-Learning office](#) within the Adele H. Stamp Student Union - Center for Campus Life. This includes collaboration with 1) the [Department of Counseling, Higher Education, and Special Education \(CHSE\)](#) in the College of Education on leadership studies courses and programs, and 2) co-curricular leadership development initiatives under the [Maryland Leadership Education and Development \(MLEAD\)](#) program area within the LCSL portfolio. Utilizing a critical theory approach to the study and development of student leadership, this role develops, implements, and advances leadership learning through a variety of contexts and learning environments. The manager integrates co-curricular and academic leadership offerings to maximize students' leadership education and development.

Essential Duties/Responsibilities:

Strategy & Partnerships (20%)

- Direct the [Leadership Studies](#) program including a 15-credit Minor, 21-credit Certificate and 20+ course sections serving 400+ students annually.
- Serve as a liaison to the Department of Counseling, Higher Education, and Special Education (CHSE) in the College of Education and any faculty and staff affiliated with the Leadership Studies academic program.
- Oversee the strategy, management, and assessment of all Maryland LEAD Programs, including 4 co-curricular leadership development programs serving 300+ student participants annually.
- Collaborate with partners across campus to ensure successful design and implementation of leadership education initiatives in curricular and co-curricular contexts, including but not limited to the Adele H. Stamp Student Union - Center for Campus Life, Division of Student Affairs, Global Classrooms, Teaching and Learning Transformation Center, CHSE Department and College of Education, other academic and administrative units as appropriate.

Teaching & Curriculum Design (25%)

- Maintain a teaching load of 1-2 courses in Leadership Studies during fall, winter, spring, and summer terms as needed and appropriate.
- Design and implement curriculum and course assessment to ensure best-practices, integrate high-impact learning, maximize accessibility, and center diverse identities and perspectives.
- Utilize culturally responsive and critical pedagogical approaches in course teaching and design.
- Design, develop, test, improve experiential learning activities to increase student engagement and understanding of leadership.
- Leverage campus learning management system (Canvas) and other learning technologies to increase course engagement and learning outcomes.

Program & Course Administration (30%)

- Manage budget and fiscal operations for programs and initiatives including preparation of an annual budget, tracking expenditures, and reporting and predicting financial trends, as needed.
- Facilitate recruitment and marketing efforts to attract and retain students in courses and programs.
- Conduct academic advising with undergraduate students in the Leadership Studies program and manage academic systems as needed.
- Schedule courses each semester and manage related course materials.

Supervision & Instructor Support (20%)

- Supervise the Coordinator for Student Leadership Development who is responsible for the daily operations and implementation of all co-curricular leadership programs offered through the Maryland Leadership Education and Development (MLEAD) initiative within LCSL.
- Recruit, train, and coordinate instructor, adjunct faculty, and graduate teaching assistants for Leadership Studies as needed.
- Facilitate strategic planning, professional development, and performance reviews with all supervisees. Provide regular feedback, coaching, and 1-1 support.

Unit & Departmental Initiatives (5%)

- Contribute to LCSL-wide initiatives including assessment, reports, student leader events, staff training and development, and other duties as assigned.
- Actively support unit, departmental, and divisional goals, strategic initiatives, committees, and events.

Additional Information:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university.
- Three (3) years of experience in higher education, academic advising, student personnel administration, or counseling. One (1) year leading or supervising professional staff.
- Knowledge of policies, procedures, and institutional purpose and goals.
- Knowledge of best practices in recruitment, retention, and customer service.
- Knowledge of best practices in organization and administration.
- Skill in oral and written communication.
- Skill in the use of Microsoft Office products.
- Ability to multitask and prioritize assignments.
- Ability to interpret and apply policies, procedures, regulations, and laws.
- Ability to multitask while demonstrating a commitment to customer service and sensitivity to a culturally and ethnically diverse community.

Preferred Qualifications:

- Doctoral degree in Higher Education, Student Personnel/Student Affairs, Leadership Studies, or related field
- Demonstrated multi-course experience in teaching and learning innovation, curriculum development, student development, and critical pedagogy
- Demonstrated proficiency in navigating and managing academic systems and processes
- Proficiency in Excel, Google Suite, and Workday for administrative tasks

Supervisor:

- Courtney Holder, Assistant Director, Leadership and Community Service-Learning

Position Classification and Remuneration:

- 12-month, full-time regular exempt staff role with some teaching responsibilities. Exempt positions are managerial, administrative and professional, and are ineligible to receive overtime. A full-time commitment typically requires a minimum of 40 hours per work week.
- This is a primarily in-person role located at University of Maryland in College Park. Options for limited telework according to [current university guidelines](#) and supervisor approval.
- Excellent benefits package, including health insurance, sick and annual leave, retirement subsidy, and tuition remission. [More details on regular exempt position benefits can be found here.](#)
- \$78,000-\$90,000 salary commensurate with experience.
- Anticipated Start Date: May 4, 2025.

To apply:

- Submissions accepted through [Work@UMD platform](#) on-line ONLY. Submission of application includes-resume, statement of interest, and names and telephone numbers of three references.
- For best consideration, apply by **March 10, 2025.**
- Questions may be addressed to: cholder@umd.edu

Diversity Statement:

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

University Information:

Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.