

The Bob Graham Center for Public Service in the University of Florida’s College of Liberal Arts and Sciences (CLAS) invites applications from current UF faculty to serve as Program Director. This is a high-impact faculty leadership opportunity to support, grow, and challenge the Center’s mission of public service and civic engagement through strategic program leadership, campus and community partnership development, and oversight of Center initiatives. The Program Director will work closely with Center and College leadership to strengthen student engagement, expand signature programming, and support continuous improvement through assessment and reporting.

Classification Title:	Program Director, Bob Graham Center for Public Service
Classification Minimum Requirements:	Advanced Degree (Masters, Doctoral, or equivalent) with related experience in public policymaking, public service, or closely related field. Active University of Florida faculty appointment at the time of application.
Job Description:	The Director provides strategic vision, academic and programmatic leadership and expertise, financial oversight, and administrative, day-to-day supervision and management of the Bob Graham Center for Public Service. The director will work collaboratively among an array of on- and off-campus partners, including administrators, faculty, staff, and students to shape continued implementation of a shared strategic vision for the Center in line with the mission and vision of the founding by late Senator Bob Graham: to prepare students with the knowledge and skills for effective civic engagement, public leadership, and public service in local, and international communities. This position will require periodic travel, and occasional work outside of regular business hours. Key responsibilities include: • Provide strategic leadership for the Center, including goal-setting, planning, supervising personnel, and implementation of priorities aligned with Center and College objectives. • Oversee Center initiatives and programming, including the Center’s curricular and co-curricular education, coordination of timelines, logistics, resources, and deliverables; support continuous improvement through assessment and evaluation. • Develop and maintain partnerships with campus units, community organizations, and external stakeholders to strengthen and expand public service and civic engagement opportunities. • Provide leadership and direction for Center personnel as applicable (staff and/or student employees), including workload coordination, performance feedback, and support for effective operations. • Coordinate communications and outreach related to Center initiatives in collaboration with Center/College partners. • Support planning and oversight of Center program resources, including coordination with designated fiscal contacts for budgeting, procurement, and reconciliation as needed. • Track outcomes and metrics; prepare reports and updates for relevant stakeholders; represent the Center on committees and working groups as assigned. • Collaborate closely with other UF departments, include UF Government and Community Relations, and UF Advancement in seeking, securing, and stewarding philanthropic giving that enriches the student experience and programs within the Center. • Offer courses in the candidate’s area of expertise. • Perform other duties consistent with a faculty leadership role in support of the Center’s mission.

	Commensurate with education and experience.
Advertised Salary:	UF offers a strong benefits package for eligible faculty appointments, including health insurance, paid leave (as applicable), and retirement options. Learn more here.
Minimum Requirements:	Advanced degree (Masters, Doctorate, or equivalent) with related experience in public policymaking. Current University of Florida faculty appointment.
Preferred Qualifications:	• Demonstrated leadership in civic engagement, public service, community partnerships, and student engagement initiatives. • Experience leading strategic planning, assessment, and/or program evaluation. • Experience supervising personnel and managing multiple priorities and deadlines. • Experience representing an academic unit/center with campus and external partners. • Demonstrated leadership experience in academic, administrative, or program settings with responsibility for planning and execution of complex initiatives. • Demonstrated interpersonal, writing, and communication skills, including the ability to collaborate effectively with stakeholders. • Ability to offer courses connected with the Bob Graham Center's offerings and mission. • Demonstrated success in working with undergraduate students, and knowledge of academic programming. • Ability and willingness to fundraise and effectively steward donations; the skill to identify new partnerships and steward existing relationships.
Special Instructions to Applicants:	This posting is limited to current University of Florida faculty. To be considered, please upload: 1. Statement of interest addressing qualifications and leadership approach for the Program Director role 2. Current CV or resumé 3. Names and contact information for three professional references Application must be submitted by 11:55 p.m. (ET) of the posting end date. Review of applications will begin on [date] and will continue until a successful applicant is selected.
Health Assessment Required:	No