

STUDENT LIFE

Position: ASSISTANT DIRECTOR OF STUDENT ACTIVITIES

Department: STUDENT LIFE

DESCRIPTION OF DUTIES: Seeking applications for this full-time administrative position, to provide guidance and leadership to University-recognized student organizations and clubs in planning, budgeting, organizing, and delivering events and activities that enhance the student's total educational experience and strengthen the University's student centered role and mission. Collaborates with various campus departments and student organizations, as well as develops a working plan and relationship with the two satellite campuses of Newbie University. Serves as primary advisor to Associated Student Government, Activities Council, and Club Advisory Board and provides leadership and guidance to all officers, senators, and committees. Develops methods of research (assessment) to accumulate pertinent data/information in determining student attitudes, interests and needs; contributes to planning and programming. Hires the staff and supervise the University Center information desk student staff and University Center Building manager student staff.

REQUIREMENTS: Requires a Bachelors degree from an accredited institution and evidence of progressive professional experience in college activities programming, budgeting and activities advising; knowledge of student development theory; demonstrated experience and understanding of customer service; experience with developing and maintaining web pages; and evidence of having built collaborative partnerships in regard to student activities. Excellent interpersonal, verbal, and written communication skills, broad experience in integrating issues relating to student activities and student development in a college/university setting, experience with budget and financial management, and ability to work with diverse groups of students, staff, and community members a must. Position requires flexible "hours and days" to accommodate student and institutional programming. General knowledge of computers and AV technology, and prior familiarity with the policies and structure of a typical four year public college/university are helpful. Salary commensurate with education and experience.