

Position Description:

Associate Director of Student Activities for Engagement

Function:

As a full-time professional of the Division of Student Life, the Associate Director of Student Activities for Engagement is responsible for promoting student participation in educational, cultural, social, and recreational activities outside the classroom. The Associate Director advises the major programming body on campus and advises and supports student organizations. The Associate Director must assess the needs and interests of the student population to determine programming and training considerations and provide on-going leadership training to organizations. The Associate Director also oversees the logistical and experiential aspects of Exploration Adventure trips and otherwise generally supports New Student Orientation. In addition, the Associate Director coordinates social media, marketing, and assists in assessment efforts of the office.

Duties and Responsibilities:

- Serve as a departmental, divisional, and institutional resource on student organization matters and issues.
- Provide general oversight to all aspects of student organizations, including: organization recognition and renewal, our student organization tracking platform, access to campus resources, and addressing organizational issues. Assist student organization leaders with program planning, development, and execution. Coordinate travel arrangements and lodging for student organization trips and conferences.
- Create, negotiate, and execute performance contracts and vendor service agreements with artists, entertainment agents, and vendors for acts and services costing up to \$5,000.
- Directly advise the Campus Activities Board (CAB) in all facets of planning, implementing, and evaluating entertainment programs for the campus community including, but not limited to, acoustic coffeehouses, comedy shows, major concerts, special events, off-campus trips, and publicity advertising.
- Plan, coordinate, execute, and evaluate the following events and traditions, including administering and reconciling their associated budgets:
 - The Student Activities & Organizations fair (August and January)
 - Fall Fest on the Clinton Village Green (September/October)
 - FebFest week of events (February)
 - Accepted Student Day Club Fair (April, if requested by Admissions)
 - Sadove Study Break (December and May)
- Serve as the Campus Administrator for Presence.io
- Coordinate and oversee the marketing, print and social media plan to promote Student Activities and Sadove Student Center
- Update and maintain content on the Student Activities website, including organization policies, procedures, handbooks, and forms.
- Oversee the Exploration Adventure Trip program, including recruitment and liaising with campus and community partners, development of 23+ annual trip itineraries, and management of all trip related logistics (gear, food, transportation, supplies).
- Serve in an on-call capacity during XA trips in August.

- Design and implement assessment tools to evaluate student needs and interests, and the effectiveness of services and programs.
- Assist with departmental assessment efforts
- Assist the Director of Student Activities with the coordination and supervision of Senior Week activities and events.
- Assist with the general management of facilities, equipment, and personnel during campus events and student activities.
- In the absence of the Director of Student Activities, solve, triage or re-direct issues, questions, and/or concerns for appropriate resolution.
- Perform other related duties as assigned.

Expectations:

- Ability to work evenings and weekends as needed.
- Attend Division of Student Life meetings, Deans and Directors Meetings, and Staff Assembly meetings.
- Participate, when appointed, on committees and projects as a representative of the Division of Student Life.
- Establish and maintain relationships with students through attendance at campus events, informal interaction, and organized programs.
- Oversee the appropriate and responsible administration of College funds.
- Contribute to a positive work environment by employing listening, communication, and collaboration skills

Qualifications:

- Master's degree in student personnel services, higher education administration, or related field preferred. One to two years post-Master's experience or equivalent professional experience is strongly encouraged.
- Relevant experience in student activities programming and major event coordination. Demonstrated experience advising a variety of student organizations preferred.
- Proven record of successful educational outreach and program delivery, preferably in a college setting.
- Familiarity with budget and financial procedures.
- Excellence in written and oral communication.
- Strong facilitation and presentation skills.
- Experience with desktop publishing, database related applications, Canva, and social media