ASSISTANT DIRECTOR  (STUDENT INVOLVEMENT CENTER)

JOB DESCRIPTION

Job Summary: Under general direction, provides leadership and guidance for professional staff in the student involvement center; reviews program planning forms under the University’s speaker policy; provides oversight for the fraternity/sorority community; develops and administers servant leadership programs; maintains relationships with faculty and staff to implement co-curricular leadership and service programs; implements assessment of student-learning experiences.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES
May include any and/or all of the following:

1. Supervises and provides leadership for staff including strategic department goal setting, and design and implementation of assessment efforts; collaborates with other departments to successfully implement programs and services that facilitate integrated learning and development (e.g. residential learning communities, transition programs, conduct sanctions, etc.).

2. Provides initial comprehensive review of program planning forms under the University's speaker policy; provides subsequent follow-up with University stakeholders and/or student organizations.

3. Provides oversight for the fraternity/sorority community with specific responsibilities for Greek education on critical risk management issues such as hazing, alcohol, sexual assault/violence, and diversity/inclusion. Provides leadership and support for student organizations including upholding expectations of student organization behavior in conjunction with university policy.

4. Provides oversight and direction for the servant leadership model in collaboration with campus partners (e.g. iLEAD, Leadership and Service Awards, Greek leadership, Bright Ideas Grants).

5. Represents the division on a variety of committees and task forces; performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Knowledge of policies of higher education
Demonstrated experience with student program development, organization, implementation and evaluation
Supervisory skills
Planning/organizational skills
Interpersonal/human relations skills
Ability to manage multiple tasks simultaneously
Ability to relate effectively with students
Ability to work with a diverse population
Attention to detail

MINIMUM QUALIFICATIONS
Education and experience equivalent to:

Master's degree; supplemented with two (2) years of related work experience.