

Position: Assistant Director of Student Involvement
(Full-Time, 12 Months/Year)

Spring Hill College is seeking a dynamic, student-centered individual to join the Student Affairs team as the Assistant Director of Student Involvement who will help facilitate the development of a culture of student engagement in co-curricular programming that is consistent with the mission and character of Spring Hill College.

Summary Description: Reporting to the Director of Student Involvement, the Assistant Director of Student Involvement is a full-time position charged with providing strategic leadership to support the development of long and short range departmental goals aimed at increasing student engagement, student leadership development, and healthy Greek community engagement. The Assistant Director is responsible for providing administrative leadership for the Greek life system, managing the Campus Programming Board, administering intramural programming and related operations including: execution of departmental operations calendar, assist with leadership development programming, orientation activities and serving on external committees.

Description of Duties/Responsibilities:

1. Supervises 15-20 student employees who are responsible for campus programming and intramural programming.
2. Serves as the College advisor to the Inter-Fraternity Council, Panhellenic Council, and National Panhellenic Organizations.
3. Develops and revises Greek Life policies and maintains best practices in managing Greek Life standards and community.
4. Advises the Campus Programming Board.
5. Develops annual intramural programming calendar.
6. Directs assessment and evaluation activities to measure student success and learning, alignment with institutional mission as well as Division of Student Affairs priorities and improvement.
7. Maintains and updates departmental website and BadgerWeb portal.
8. Assists in the creation of annual programming calendar for the campus community.
9. Generates appropriate communications and publicity for policies, processes, and procedures throughout the year utilizing a variety of mediums to reach all audiences.

Student and Community Development

1. Creates and maintains an effective learning environment that is conducive to academic success, mutual respect, personal growth, and the valuing of diversity.
2. Acts as a liaison for the College with students, parents, and various service providers that are involved with the operation of Student Involvement. Serves as an information and referral source.
3. Sets, communicates, and enforces appropriate Greek Life and student organizational policies.
4. Participates in the Badger Connection, Campus Programming Board, and departmental staff.
5. Performs other related duties and tasks as assigned.

Marginal Functions

1. Answers phone calls and responds to student walk-ins.
2. Researches and shares information on relevant topics related to student involvement programs to various campus constituents.
3. Helps to plan and implement campus-wide assessments, which include community surveys, skills tests, etc.
4. Represents Student Involvement at campus-wide events, including orientation and admissions efforts.
5. Other duties as assigned.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of knowledge, skills and abilities.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to relate to, motivate and lead college students in an educational/developmental context.
3. Ability to train and motivate staff and students with regard to leadership, diversity education, organizational skills, effective communication, conflict resolution, crisis management, and more.
4. Ability to plan programming and assist student staff in planning programming necessary to fulfill College co-curricular outcomes.
5. Ability to explain relevant student development and leadership principles and theories.
6. Ability to solve problems related to work tasks, and to seek appropriate assistance as necessary.
7. Ability to provide basic counseling, mediation, and conflict-resolution.
8. Ability to provide excellent customer service in a variety of contexts and with diverse stakeholders. The candidate must demonstrate a commitment to diversity/social justice and skills in relating to a variety of constituents including students, faculty, staff and parents.
9. Ability to prioritize competing tasks/objectives in accordance with expectations of supervisor.
10. Ability to access all areas of campus, including climbing several flights of stairs.
11. Demonstrable excellence in computer skills, including but not limited to Microsoft Office and Google Suite skills.
12. Ability to communicate, in a clear and professional manner, in writing and verbally, at a level demonstrating strong interpersonal, relationship-building communication skills.
13. Meticulous attention to detail is required to effectively manage large data sets with minimal errors.
14. Familiarity with resources and facilities of the College or ability to quickly obtain this knowledge.

Minimum Qualification Standards:

Education: Earned Master's degree in College Student Personnel, Higher Education Administration, Student Development, Counseling, Education, or related field is required.

Experience: Minimum of 1-2 years of full-time post-graduate experience directly managing student activities, Greek Life, leadership programming or other relevant student development programming. Requires previous professional experience evidencing s/he is a proven creative problem solver, with a track record of management skills, high productivity, and job performance.

Preferences: Previous experience with Greek Life is a plus.

Other Considerations:

1. Must be willing to submit to background and DMV checks, including criminal history background checks, and any applicable drug testing policies.
2. Must be able to work a flexible schedule, frequently including evening and weekend obligations.
3. This person is considered a responsible employee in accordance with College Title IX policies.

Remuneration:

1. Salary commensurate with skills and experience.
2. Excellent College benefits package, including tuition reduction/remission. Please direct questions regarding benefits package to Human Resources (hbutler@shc.edu).

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

