Associate Director for Student Leadership and Engagement
Office of Student Development

Stephens College seeks a full-time Associate Director for Student Leadership and Engagement. The Associate Director is responsible for the strategic planning, efficient execution, effective management, and appropriate assessment of a comprehensive program of student activities, involvement, and leadership at Stephens College. The associate director creates and communicates a vision of an innovative array of campus activities and programs that enhance the Stephens undergraduate experience, academically and socially.

The associate director reports to the Director for Student Leadership and Engagement and is responsible for the planning and management of the Division of Student Development’s large-scale, signature events; a vibrant calendar of activities associated with the celebration of diversity and inclusion; and the college’s orientation program for new students. The associate director provides budget and organizational oversight for student organizations; and coordinates student leadership training.

Evening and weekend hours are to be expected.

Essential Job Functions

Strategic Initiatives and Assessment

- Create and communicate a compelling and unifying vision for student leadership and engagement that nurtures community and generates excitement, enthusiasm, and student retention.
- Create and support programming that serves the strategic needs of the college.
- Conduct and coordinate comprehensive assessments of all division initiatives.

Policy Development and Management

- Work with the Human Resources Department to develop and maintain effective and current policies related to all aspects of student experience at Stephens College.
- Work with other Student Development directors to develop a cohesive team approach to student leadership training, program development, and event support.
- Develop and implement sound policies and procedures for event planning, approval, execution and assessment.
- Work with campus partners to ensure that events are of the highest caliber in terms of marketing, venue, food, programming, accessibility and support.
- Ensure that programs and services are well publicized and are reaching the diverse constituencies of the campus community.

Advising and Oversight

- Provide leadership and mentoring for student organization leaders and effective guidance and advising for student organizations.
- Directly advise the Student Government Association and its various components. Advising these units includes attending regular, weekly meetings.
- Ensure all student organizations are appropriately advised and monitored as required by student government bylaws.
- Participate in judicial review processes and team assessments as needed.

**Publications and Website Maintenance**

- Maintain all student handbooks, and work with the Department of Marketing to ensure online information is accurate and current.
- Develop a creative, effective and consistent communication flow that ensures all campus stakeholders are well informed about all student activities, programs, achievements and
- Ensure all materials produced by the Division and all student groups and organizations are consistent in quality and presentation with the guidelines established by the College Marketing Department.

**Other duties as assigned**

- Serve on committees as assigned.
- Represent the office for open houses and orientations.

**Qualifications**

- Bachelor’s degree in student services or related field required, master’s degree preferred.
- A sense of humor and a passion for working with students are required, optimism and patience are a real plus.
- At least 5 collective years of experience in student involvement, student activities, leadership, and/or university center/unions in a higher education setting.

**Special Knowledge, Skills, or Abilities:**

- Knowledge of principles and practices of student activities programs and operations at higher education institutions.
- Knowledge of student personnel and leadership development theory.
- Strong organizational, communication, and interpersonal skills.
- Ability to multi-task, problem solve, and respond effectively and quickly.
- Ability to maintain strict confidentiality, and to respond to crisis situations with calm, clarity and empathy.
- Strong advising skills.
- Ability to develop and implement short and long-range plans to meet program needs.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with colleagues across campus.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*
To apply: Complete the Stephens College application and then submit a resume, a list of five references with contact information, and a cover letter that describes how the applicant’s qualifications and experience align with the job description to humanresources@stephens.edu.

The successful candidate must pass a college background check. EOE A diverse community on campus is valued. Smoke Free Campus