



JOB DESCRIPTION

TITLE:	Assistant Director of Student Engagement
STATUS:	Full-time/Exempt
BENEFITS:	Full Benefit Eligibility
REPORTS TO:	Vice President and Dean of Student Affairs

The Assistant Director of Student Engagement reports to the Vice President and Dean of Student Affairs and directs and coordinates all student related activities and functions, to enhance the growth and development of all students by providing social, cultural, recreational, and educational opportunities for all students to engage with the campus and the community.

Specific Responsibilities & Essential Functions

- Perform a variety of duties related to the planning, organization, coordination and assessment of student activities in connection with various educational, social, and cultural programs which appeal to a diverse audience at the college and in the community.
- Create and execute a calendar of programs and activities that focuses on overall student development and avoids conflicts with other campus happenings.
 1. Oversees and serves as advisor for the Campus Activities Board (CAB), who plan between 20 and 30 on- and off-campus events each year.
 2. Plans, coordinates, promotes and supervises the college's legacy events, such as annual picnics, welcome week, and voter registration, among others.
 3. Collaborate with a broad range of campus entities on programmatic cultural activities and events that supplement classroom experiences; work closely with faculty and staff in developing co-curricular activities focused on multiculturalism and diversity.
- Assists club advisors and club leadership as needed. Helps recruit advisors for new clubs as needed and assists students through the approval process.
- Oversee the LEAD (Leaders Evolving and Developing) program-scheduling speakers, planning events, tracking student points and awards, and ensuring student participation
- Assist with the planning and execution of the annual Commencement ceremony
 1. Oversee the twice annual Graduation Celebration.
 2. Assist with event planning aspects of the event, including-stage rental, seating layout, and other logistics.
- Contribute time to college committees as requested and needed.
- Assist with Student Affairs grant execution, such as- It's On Us, Liquor Control Board, etc.
- Assist with Birdfeed (food pantry) organization, distribution, and projects.
- Manage the Student Life Instagram
- Participate in professional workshops, conferences, meetings and seminars pertaining to student development/leadership.
- Prepare a variety of reports and promotional materials related to program activities and special events.

- Plans, coordinates and implements all aspects of the *New Student Orientation* programs including:
 1. Establishing schedule for the day and organizing full program
 2. Creating mailings for incoming students.
 3. Securing and training student Orientation leaders.
 4. Manage overall Orientation budget.

ADMINISTRATIVE:

- Performs all clerical duties for the Student Engagement Office, such as answering telephones, tracking expenditures, filing paperwork, creating office publications (i.e. brochures, newsletters, flyers/posters, bulletin boards), assisting students/faculty/staff/and visitors with questions/concerns.
- Manages student activities budget and arranges for all payments associated with the Student Engagement Office.
- Responsible for updating the information in the student activities and student clubs sections of the Manor College website.

KNOWLEDGE AND ABILITIES:

- Demonstrated experience planning and implementing programs for students.
- Demonstrate knowledge of Social Justice issues and models of social action within an education setting.
- Awareness and appreciation of cultural diversity.
- Possess knowledge of current and emerging trends concerning college students in transition and college student success
- Ability to work independently.
- Excellent interpersonal communication skills; strong collaboration skills; and the ability to synthesize and take action on complex information.
- Principles and practices of providing work direction and guidance.
- Computer software including word processing, spreadsheets, and other programs used in assigned areas.
- Effective organizational and time management skills.
- Oral and written communication skills.

OTHER

- Promote and uphold Manor’s Catholic Basilian Mission
- Other duties as assigned

Criteria & Qualifications

Must hold a minimum of a Bachelor’s Degree, Masters in Higher Education Administration preferred, and demonstrated experience in event and budget planning and a history of work in the field of student affairs, or related field.

Full-time position, flexible office hours based on event and student needs. Ability to work a flexible work schedule including evenings and weekends as needed.

Salary Range: \$40,000-44,000 depending on experience.

Employee's Name _____

Employee's Signature _____ **Date** _____