



JOB DESCRIPTION

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

The Associate Director of Student Engagement is a full-time professional staff position in the Student Affairs Department reporting to the Vice President and Dean of Student Affairs. This role directs and coordinates all student related activities and functions, to enhance the overall student experience 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.
- Responsible for the development and execution of daytime and limited evening engagement programs that focus on overall student development.
 1. Oversees and serves as advisor for the Campus Activities Board (CAB)
 2. Responsible for planning and executing a broad range of fun and engaging Campus Activities. on- and off-campus events each year.
 3. Plans, coordinates, promotes and supervises the college's legacy events, such as annual picnics, welcome week, and Campus Voting Coalition, among others.
 4. 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.
 5. Conducts outcomes assessments for programs.
- Assists student organization leadership (advisors and students) as needed. Helps recruit advisors for new organizations as needed and assists students through the approval process.
- Assists with the development of leadership opportunities and oversees the LEAD (Leaders Evolving and Developing) program-scheduling speakers, planning events, tracking student points and awards, and ensuring student participation

- Plans, coordinates and implements all aspects of New Student Orientation programs including:
 1. Chairing Orientation Planning Committee.
 2. Establishing schedule for the day and organizing full program
 3. Collaborate with Admissions on invitations to incoming students.
 4. Securing and training student Orientation leaders.
 5. Manage overall Orientation budget.
- 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 and campus initiatives as requested and needed.
- Assist with Student Affairs grant execution, such as- It's On Us, Liquor Control Board, etc.
- Assist Dean of Students with on-campus food pantry organization, inventory management, and projects.
- Manage the Student Life Instagram
- Participate in professional workshops, conferences, meetings and seminars pertaining to student development/leadership.

Administrative:

- Performs general clerical duties for the Student Engagement Office, such as answering telephones, tracking expenditures, creating office publications (i.e. brochures, newsletters, flyers/posters, bulletin boards), assisting students/faculty/staff/and visitors with questions/concerns.
- Manages department inventory.
- Responsible for logistical processes needed for the development of engagement programs, including reservations, work orders, supply purchases, online calendar updates, and other logistical needs.
- Manages student engagement budget and arranges for all payments associated with the Student Engagement Office.
- Responsible for updating the information in the student engagement and student organization 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 limited evenings and weekends as needed.

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

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.

Agreed to and Accepted by: _____

Date: _____