

Director of Community Life

Job Profile Summary:

Provide overall leadership to community life which is an integral part of the educational purpose of the University.

Responsibilities:

Leadership Development:

- Develop an effective year round leadership training program and provide guidance for the Associated Student Body officers.
- Teach student leaders to function effectively within the culture and organization of the University in a manner that helps them limit mistakes, reduce costs, and increase their impact on the student body.
- Develop an accountability program for student leaders. The system is to be based on outcomes and responsibilities for receiving a leadership scholarship.
- Chair the LEAD committee and help to implement effective leadership training before school starts.

Advise Student Government:

- Oversee the activities program of the campus in coordination with other programs and departments.
- Develop an advisory development program for clubs and organizations.
- Design activities and programs to enhance school spirit. Work closely with the athletics department to encourage student engagement.
- Advise and oversee Student Senate. Assist Student Senate in achieving student developed outcomes.
- Develop spiritual growth programs and activities within student organizations.
- Plan and implement ASB training.
- Manage departmental budgets and oversee multiple Associated Student Body budgets.

Community Development:

- Plan freshman engagement activities in coordination with residential life.
- Collaborate in order to plan educational programming for the campus with various departments.
- Maintain the Campus Activities Taskforce calendar in order to ensure cross-campus effectiveness of programming efforts.

Qualifications:

- Master's degree in College Student Development or a similar field.
- 3-5 years of experience with increasing responsibility.
- Knowledge of Microsoft Word, Excel, PowerPoint, and social media platforms.
- Demonstrated efficiency with prioritizing and organizing projects.
- Experience in effectively mentoring college students.
- Budget supervision experience.

Physical Requirements:

The work is primarily sedentary and may require sitting for extended periods of time. Use of computer equipment: computer keyboard, mouse, and monitor. Vision to read documents, e-

mail and other correspondence, and reports on paper and computer monitor. Hearing and speaking to communicate effectively with others in person and by phone. Will also stand, stoop, push, pull, and lift up to 10 lbs throughout the day.