

HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

DIRECTOR OF STUDENT ENGAGEMENT

Harris-Stowe State University invites applications for the Director of Student Engagement. The Director of Student Engagement serves as an active member of the Student Affairs team by promoting community development and programming through the Office of Student Engagement. The mission of the Office of Student Engagement is to build a campus community in which all students and student organizations are encouraged and supported in the cultivation of social, cultural, intellectual, service, and leadership programming. Within the Office of Student Engagement, all students will find a place where their voices are heard and they are empowered to become more competent, purposeful, and ethical members of the Harris-Stowe State University community.

Duties: The Director will organize student organization registration process and maintain the HSSU Student Organization Handbook. Train executive board officers of student organizations on policies and procedures of the Office of Student Engagement; Serve as advisor of Campus Activities Board, which is a student organization charged to plan and implement campus-wide and late night programs, leadership and service initiatives, provide programming that are cultural, educational, recreational, spiritual, service, or social value. Ensure that student organizations are in compliance with University policies; Select and lead a student delegation to the National Association of Campus Activities (NACA) national and/or regional conferences. Assist Associate Dean of Students to cultivate service opportunities for individual students and student organizations. Host a Leadership Celebration that features end of the year awards and provides recognition for student organizations and all student leaders. First year students through academic and social programming during Welcome Week. Plan and implement a Homecoming programming track geared towards our current student population. Supervise work study students. Maintain campus wide programming bulletin boards. Approve and distribute campus advertisements. Maintain a welcoming atmosphere conducive to building professional relationships between students, faculty, and staff. Director will plan, manage, and administer the Office of Student Engagement budget to insure operation with fiscal restraints. All other duties assigned by Associate Dean of Students.

Master's Degree in College Student Personnel, Educational Leadership, Higher Education Administration or related field required. Strong management skills including record keeping, budget analysis, scheduling, changing priorities and supervision of student staff. Understand and implement Student Development Theory into day-to-day activities with targeted learning outcomes. Minimum 3 years of successful progressive professional experience and previous experience in student orientation, events, and leadership development in an educational setting is preferred. Ability to accomplish tasks and goals by multitasking and balancing skills in teaching, learning, programming planning, and event management. Ability to work efficiently in a diverse and team oriented work environment. Salary commensurate with experience. Excellent benefits package.

Applicants must submit a cover letter summarizing their qualifications and experiences, resume, application, official or unofficial transcripts, and three professional letters of reference.

Instructions on how to apply may be found on the Human Resources home page

Applications will be accepted and reviewed until the successful candidate is chosen

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER