



**Assistant Director for Student Organizations (full-time, 35 hours/week)**  
**Office of Campus Activities**  
**Position 102041**

**Position Summary:** As a student life professional, the Assistant Director for Student Organizations serves as a functional leader and educator for Office of Campus Activities programs and services; serves as a resource for staff and students; supports and promotes the mission and vision of the University; and contributes positively to the University community of research, teaching, learning and service to the Church, the nation and the world.

This position reports to the Director of Campus Activities and works collaboratively with the staff in the Office of Campus Activities on matters related to financial and student organizations. This position supervises student staff. The Assistant Director represents the department in a variety of public relations forums and university events. The Assistant Director establishes relationships with various members of the Finance Department, with faculty, academic leadership, enrollment services, campus life professionals and other integral staff throughout the campus community.

**Essential Responsibilities Include:** Provide professional support and oversight to all student organizations, including recruitment, registration, transition processes, constitution review, financial policies, and rosters. Develop, implement and coordinate a variety of recruitment programs and resources for student organizations, including the student involvement fair, to facilitate student connections to the university community and to support effective programming. Develop, implement and coordinate a variety of membership retention resources and programs for student organizations to facilitate student connections to the university including working with student organizations on goal setting and event planning. Assist student organizations in the event planning process including speaker requests, space reservations, marketing, collaboration, funding, and other special needs. Develop and implement a mandatory student organization training to be given every year for all student organizations. Maintain a thorough understanding of all University policies related to student organizations and ensure proper training of student organization leaders on those policies.

Manage and direct the process for disbursements and purchase requests for student organizations and the Office of Campus Activities. The Assistant Director for Student Organizations manages a portion of accounts totaling in excess of \$1.5 million from base budget allocations and activity fees and provides training for student leaders accessing approximately 100 student fee accounts. Ensure student organizations and their leaders comply with University policy and directives regarding the use of mandatory student activity fees.

**Minimum Qualifications:** Master's degree in Higher Education Administration, Leadership, or Student Affairs (or related field); experience in campus activities specifically with student organizations and/or financial processes is strongly preferred. Must be self-motivated, well organized, and have a strong oral and written communication skills and analytical abilities. Database and word processing software proficiency required. Ability to translate a mission and vision into successful programs and services. Ability to plan, organize, set priorities, implement and evaluate programs and services. Strong service orientation and ability to relate effectively with diverse individuals and groups at all levels of an organization. Ability to work collegially and collaboratively to develop effective student-oriented services. Ability to communicate effectively and by using a wide variety of tools and mediums. Proven "hands on" and energetic team leader. Must be able to generate the confidence and trust of individuals and the extended campus community. Demonstrated ability to be productive, deliver high quality work, take initiative, use good judgment and solve problems. Strong ability to handle multiple tasks simultaneously, and handle heavy workloads under pressure and within deadlines. Ability to produce quality results with limited resources. Knowledge and skills with automated computer systems, new technologies, records management, database systems to support service and operational needs; skill with use of university systems within three months of appointment.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 102041 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be**

supportive of the mission and vision of *The Catholic University of America*. Position is open until filled. For best consideration apply before 5/21/18.

**THE CATHOLIC UNIVERSITY OF AMERICA**

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