



Assistant Director for Student Leadership (full-time, 35 hours/week)

Office of Campus Activities

Position 102092

Position Summary: In support of all aspects of the mission of the department, division, and University, the Assistant Director is responsible for implementing, coordinating and supporting comprehensive leadership programs. The Assistant Director is responsible for facilitation and implementation of the leadership programs, advising of the Student Government Senate, working with student organizations on leadership within their organizations and assisting in the day-to-day management of the Office of Campus Activities.

As a student affairs professional, the Assistant Director serves as a functional leader and educator for OCA programs and services; serves as a resource for staff and students; supports and promotes the mission and vision of Catholic University; and contributes positively to the Catholic University community of research, teaching, learning and service to the Church, the nation and the world.

This position reports to the Associate Vice President for Student Engagement and works collaboratively with the staff in the Office of Campus Activities on matters related to all 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 faculty, academic leadership, athletics, campus life professionals and other integral staff throughout the campus community.

Essential Responsibilities Include: Provide professional support, oversight, and management to the leadership program. Maintain and expand the student leadership development program to address the needs of students at various stages of leadership development theories. Facilitate and coordinate the Pathways mentorship program, in conjunction with professors. Develop, implement, and maintain student leadership recognition programs including, but not limited to production of the annual Cardinal Leadership Celebration. Champion other student leadership development programs including, but not limited to leadership conferences, retreats, training programs, and featured speakers. Supervise the student coordinators for leadership in the development, facilitation and improvement of the leadership initiatives. Work with Assistant Director for Student Organizations as needed on the implementation of ongoing trainings for student organizations and provide resources for student organizations, on leadership, organization management, goal setting, etc. Assist, as needed the Assistant Director for Student Organization Management in the coordination of programs and services designed to reinforce and create connections with/between individual students, student groups, and the university community. Work with campus partners; seeking out leadership collaboration opportunities between departments, schools, and leadership programs. Stay updated on best practices and current trends in student leadership at peer institutions. Recommend updates and revisions to Catholic University's current approaches as appropriate. Evaluate effectiveness of leadership programs on an ongoing basis, making recommendations for changes in program offerings based on feedback. Utilize established best practices to assess impact on student learning, satisfaction, and retention.

Assist the Student Government executive board on planning and facilitation of training for the organization. Provide guidance on program planning and implementation, event promotion, risk management and compliance with University policies and procedures. Attend weekly Student Government meetings; meet with the Presiding Officer of the Senate weekly, the executive board regularly and the President as needed. Provide guidance in the planning and execution of elections and campus wide surveys. Work with Student Government to facilitate a greater collaboration with other student organizations and departments. Provide guidance to the Student Government senators on their legislation connecting with campus resources, as needed. Work closely with the Assistant Director, who advises the Treasury Board, which is part of the Student Government Association. Advise and train the Senate on the implementation of Robert's Rules of Order as the standard conduct for Senate sessions. Work with the Student Government to strengthen their Constitution and Bylaws, operating procedures and policies. Advise the Graduate Student Association executives in the operation of their organization and events.

Manage the OCA front office, which includes, mail disbursement; the student organization cash box process, flyer approval and posting, and answering all general inquiries on student organization matters. Manage department student staff overseeing training, scheduling, and enforcement of policies. Manage all Human Resources policies, procedures, and paperwork for the hiring and payroll for all student staff. Assist in the coordination of various large scale programming committees in conjunction with other student life departments and other student organizations. Assist in the day-to-day operations of the Office of Campus Activities. Assist in the development and coordination of curricular and co-curricular support programs and services to enhance student engagement, learning and success. Assist in the coordination of programs and services designed to reinforce and create connections with/between individual students, student groups, and the university community. Apply best and emerging practices, consistent with the Catholic identity of the university. Develop formal, collaborative working relationships with associated departments, including Academic Affairs; Alumni Relations; Athletics; Campus Ministry; Career Services; Center for Cultural Engagement; Dean of Students; Disability Support Services; Enrollment Services; General Counsel; Housing Services; Public Safety (DPS); Residence Life; Technology Services; Facilities and Maintenance; and Pryzbyla Management. Become engaged with appropriate and effective professional organizations. Actively seek opportunities to receive regional and national recognition for departmental innovations and initiatives. Provide programmatic, volunteer, and administrative support for campus wide programs as requested (such as, but not limited to, New Student Orientation, Homecoming, Family Weekend and Commencement). Contribute to the overall success of the Office of Campus Activities, the Division of Student Affairs and the University by performing all other essential duties as assigned.

Minimum Qualifications: Master's Degree with a minimum of two years experience, in a college or university setting, in work involving student/campus activities, advising, orientation, leadership, event planning, program planning, or a related field. Must be self-motivated, well organized, and have strong oral and written communication skills. Database and word processing software proficiency required.

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. Reference position 102092 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*. Applications close on 7/16/18.

THE CATHOLIC UNIVERSITY OF AMERICA

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