

# Associate Director of Campus Life



**Department:** Student Development

**Type:** Full-time, Staff

**Reports to:** Director of Campus Life / V.P. Student Development

## General Description

The Associate Director for Campus Life is responsible for the efficient execution, effective management, and appropriate assessment of a comprehensive program of student activities, leadership opportunities and involvement at Stephens College. The associate director creates and communicates a vision of an innovative array of campus activities and programs that enhance the Stephens undergraduate experience, academically and socially.

The Associate Director reports to the Director Campus Life/VP Student Development and is responsible for the planning, management, and oversight of the large-scale, signature events; a vibrant calendar of activities; administrative and operational functions of residential life; assistance with the college's orientation program for new students and assistance with residential living. The Associate Director provides budget and organizational oversight for student organizations and collaborates with other campus constituents.

Evening and weekend hours are to be expected.

## Essential Job Functions

### Program Development and Strategic Initiatives:

- Create and communicate a compelling and unifying vision for student engagement that nurtures community and generates excitement, enthusiasm, and student retention through student programming and residential living.
- Conduct and coordinate comprehensive assessments of student programming.
- Collaborate with co-curricular committee to assist in executing programming based on L.E.A.P.: lead, empower, aspire and persist.
- Collaborate with Office of Diversity, Equity and Inclusion to create diversity programming initiatives.
- Assist in the development and implementation of New Student Orientation and Family & Friends Weekend.
- Assist in developing Wellness programming.
- Create a vision for growth and development within the residential community.

### Policy Development and Management:

- Work with the various campus partners to develop and maintain effective and current policies related to all aspects of student experience at Stephens College.
- Develop and implement sound student policies and procedures for event planning, approval, execution and assessment.
- Assist in the development and implementation of sound student policies and procedures for residential living and residential advisors.
- Work with campus partners to ensure that events are of the highest caliber in terms of marketing, venue, food, programming, accessibility and support.
- Ensure that programs and services are well publicized through multiple platforms and are reaching the diverse constituencies of the campus community.
- Assist in managing budgets associated with student organizations and programming.
- Ensure that services are well publicized and communicated to resident advisors, community directors and graduate assistants.

- Oversee the housing selection process to efficiently place students in appropriate rooms.
- Oversee housing maintenance processes.

### **Advising and Oversight:**

- Provide leadership and mentoring for student organization leaders and effective guidance and advising for student organizations.
- Directly advise the Student Programming Council and Panhellenic council. Advising these units includes attending regular, weekly meetings.
- Ensure all student organizations are appropriately advised and monitored as required by student government bylaws.
- Oversee specific student support needs and oversee student workers who assist in maintaining the support.

### **Publications and Website Maintenance:**

- Ensure all materials produced by the Student Development including all student groups and organizations are consistent in quality and presentation with the guidelines established by the marketing department.
- Maintain/update online and website information.
- Develop a creative, effective and consistent communication flow that ensures all campus stakeholders are well informed about all student activities, programs, and student achievement.
- Create the social media strategy.

### **Other duties as assigned:**

- Serve on campus or departmental committees as assigned.
- Represent the office for Open Houses, Accepted Student Day, Parent/Family Weekend, Week of Welcome and New Student/Transfer Orientations.
- Manage the logistics for all College Summer Camps/programs.

### **Qualifications:**

- A sense of humor and a passion for working with students are required; optimism, flexibility, and creativity.
- Bachelor's degree in student services or related field required, master's degree preferred.
- At least five collective years of experience in student involvement, student activities, leadership, and/or university center/unions in a higher education setting.

### **Special Knowledge, Skills, or Abilities:**

- Knowledge of principles and practices of student activities programs and operations at higher education institutions.
- Knowledge of student personnel and leadership development theory.
- Strong organizational, communication, and interpersonal skills.
- Ability to multi-task, problem solve, and respond effectively and quickly.
- Ability to maintain strict confidentiality, and to respond to crisis situations with calm, clarity and empathy.
- Strong advising skills.
- Ability to develop and implement short and long-range plans to meet program needs.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with colleagues across campus.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed inside under normal office conditions and employee may be exposed to varying temperatures and dust.

Work requires:

- Reaching/handling up to 25 lbs.
- Climbing/balancing body weight.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made upon request regarding the work environment and physical demands to enable individuals with disabilities to perform the essential functions.

*Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and college paid pension plan.*

**To Apply:**

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- Cover Letter
- Resume
- Three References

The successful candidate must pass a criminal background check. Applications will be reviewed until the position is filled.

*EOE A diverse community on campus is valued*

**Smoke Free Campus****About Stephens College:**

Stephens College, one of the oldest women's colleges in the country, is a private, four-year liberal arts institution and is affiliated with the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference (AMC). The campus is located in Columbia, Missouri, also home to the University of Missouri and Columbia College.