

Job Details

Title: Assistant Director of Student Engagement

Job Category: Staff

Division: Student Affairs

Department: Student Activities

Opened Date: 09/12/2019

Classification: Salaried

Hours: Full time

Benefits: Full time salaried

Short Description:

This leadership position is responsible for supporting student engagement in a variety of areas, programs, and services in the Office of Student Activities. This position advises and supports the Associated Students of the University of Portland (ASUP) and all of its committees, programs, and services. This position also provides mentorship, guidance, and day-to-day direction to staff positions in the Office of Student Activities as assigned.

This is a full-time, 12-month, exempt position with benefits. Benefits include: medical & dental insurance, life insurance, long-term disability insurance, sick & vacation time, tuition remission benefits starting after 90 days (employee) or 2 years (spouse and children) of employment, retirement contributions after 2 years of employment, and eligibility for the University's home purchase assistance program consistent with program requirements. (Please note that eligibility for all University benefits is subject to applicable policies, practices, and requirements.)

The full job description is available at: <http://bit.ly/ADStuEng>

This posting was posted on September 12, 2019, and applications will be accepted on a rolling basis until the position is filled.

General description of duties

Manage areas or programs in the Office of Student Activities and analyze effectiveness.

Engage in critical analysis of student and program concerns to resolve substantial issues, which may span multiple areas, using advanced technical and professional knowledge.

Develop and implement programming, make strategic recommendations for future programs.

Interpret and implement applicable University policies; oversee the implementation of policies and practices in assigned areas or programs.

Oversee key processes, including providing contributions and direction related to policy and program content.

Manage outreach programs and relevant relationships internal and external to the University.

Provide guidance to students and student groups on a range of issues including, but not limited to, University policies, in order to assist them in making appropriate choices and decisions.

Direct the work of and provide guidance to other staff employees; may contribute to development of staff training programs.

Supervise student employees, including overseeing all aspects of hiring, expectation setting, mentoring, work assignments, performance management and evaluations, and disciplinary processes.

May manage financial processes and development/oversight of budgets.

May provide advice to internal and external constituencies and/or organizations; may act as subject matter expert in a specialized field.

May analyze and develop report requirements, portals, and student facing communications.

May evaluate and determine recommendations on relevant technology resources and negotiate with resources options and vendors.

Specific description of duties

Provide departmental leadership in the implementation of the Engage platform, maintaining comprehensive files for each major involvement initiative and tracking student participation in programs.

Advise ASUP Senate to ensure the success of student government in accomplishing its mission, goals, and objectives. This includes, but is not limited to, all phases of elections, orientation and training, strategic planning and budgeting, communication with constituencies, agenda development, and event organization and scheduling.

Advise Advantage (student publicity service), ASUP Films, Espresso UP, Pilot Audio and Lighting, and Pilot Express (shuttle service) and work closely with ASUP leadership in their development of new services and programs.

Supervise large group of student employees, including hiring, orientation, and training. Engage in oversight of student directors who lead smaller groups of student employees. Determine

appropriate staffing levels for events and ensure appropriate coverage.

In partnership with other campus departments such as Campus Ministry, the Moreau Center, the Career Center, Residence Life, and International Student Services, cultivate civic engagement in local programs, projects, and service opportunities to develop healthy relationships between the student body and the local community. Oversee relevant programs and projects.

Gather, analyze, and present relevant information and data related to areas and programs, including providing post-event analyses, budget recaps, and participant feedback. Assess the effectiveness of areas and programs and make relevant recommendations.

Assist the Office of Student Activities team with other areas, projects, and events as assigned by Director of Student Activities or assignee.

Other duties as relevant to the duties of the position or as assigned by supervisor or designee.

Please note that the above list of duties is not comprehensive but generally demonstrates the types of matters under this position's purview and responsibility.

Education and Experience

Required: bachelor's degree and five years of relevant experience.

Preferred: master's degree in relevant area such as higher education administration, student counseling, or student affairs.

Preferred: prior experience working in student affairs or with student activities or leadership programs in higher education; prior experience with conflict and dispute resolution/mediation.

Or equivalent education and/or experience.

Certificates and Licenses Required

Preferred: valid driver's license.

Knowledge, Skills and Abilities

Ability to learn, respect, and contribute to the University's mission and values.

Strong organizational, planning, analytical, problem solving, and interpersonal skills.

Excellent written and verbal communication skills (including effective public speaking skills).

Ability to effectively manage projects and balance multiple priorities while maintaining a positive outlook and working effectively in a collaborative environment.

Strong leadership, supervisory, and collaboration skills.

Ability to use initiative to organize and follow through with complex tasks to meet deadlines.

Strong orientation towards taking initiative and ownership of projects and assignments and being proactive with projects, assignments, and process improvements.

Ability to anticipate problems and take necessary action to eliminate or mitigate them.

Ability to work independently as well as collaboratively.

Ability to establish effective working relationships, professional rapport, and effectively accomplish work within a University setting that includes a wide array of individuals, groups, policies, and processes.

Demonstrated competence and commitment to diversity and inclusion, and ability to be an effective partner with diverse students, faculty, and staff.

Ability to use and learn computers, technology, software, and applications at the level of sophistication required for the duties of this position, including, without limitation, Microsoft Office and the internet.

Please see full job description (link in most postings) for information about physical requirements, working conditions, work standards, and statement about reasonable accommodations.

Supplemental Questions

1. Why are you interested in this position at the University of Portland?
2. What are your areas of work-related strength? What are work-related areas that you would like to improve?
3. Please explain what diversity, inclusion, and equity means to you. Please describe your education and work-related experiences applicable to diversity, inclusion, and equity.

4. What experience do you have supporting and promoting student engagement in a higher education setting?

5. One of the duties of this position is to teach members of student government Robert's Rules of Order so that parliamentary procedure can be used to facilitate weekly senate meetings. What experience or knowledge do you have of Robert's Rules of Order?

Required Documents:

Cover Letter, References, Resume, Supplemental Questions

Please see full job description (link in most postings) for information about physical requirements, working conditions, work standards, and statement about reasonable accommodations.

Notice of University requirements regarding offers of employment and background investigations: Offers of employment by the University are in writing and signed by the head of the Office of Human Resources and the President, the Provost, or a Vice President. Any offers of employment that do not meet these requirements are not final and are contingent on final approval by Human Resources and receipt of a written offer of employment that meets the previously-stated requirements. A background investigation process is required before final hiring procedures can be completed for all faculty and staff positions. Any offers received before a background investigation is successfully completed are not final and are contingent on successful completion of a background investigation.

For those requiring a reasonable accommodation to apply: Applicants who have a disability and would like to request a reasonable accommodation regarding the application or hiring process should contact Human Resources (503) 943-8484.

The University's mission and EEO statement: Founded in 1901, the University of Portland is a private, comprehensive, Catholic university with a mission of teaching and learning, faith and formation, service and leadership. The University of Portland is an equal opportunity employer fully dedicated to achieving a diverse faculty and staff. The University of Portland does not discriminate in its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs, or employment on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, or any other basis protected by and consistent with the law. Please see the University's full Equal Opportunity and Nondiscrimination Policy here: <https://www1.up.edu/disclosures/nondiscrimination-policy.html>.