

Duke University
Division of Student Affairs
Position Description

Official Job Title: Assist Dir, Programs
Working Title: Assistant Director, Student Involvement
Job Code/Level/Family: 2775 / 11 / 33
Department: University Center Activities and Events
Supervisor: Associate Director, Student Involvement
Position Status: Regular / Full-Time / Exempt
Staff Supervision: 1.0 Student Development Coordinator
Schedule Note: 1st shift; Evening and weekend work required regularly

Scope of Responsibilities

As a member of theUCAE Student Engagement team, the Assistant Director (AD) for Student Involvement provides leadership and direction for the Student Organization Services, Campus Center programs, and Duke University Union (DUU). The AD will supervise (1) full time staff member in providing a holistic approach to the coordination, implementation, and evaluation of programmatic efforts to student involvement and engagement. The AD will negotiate and sign contracts complying with risk management policies and procedures with proficiency. The AD will assist the Associate Director of Student Engagement in staff supervision, management of centralized event registration process, support of student organizations and advisors, advisement of the Duke University Union executive board, and provide leadership on student organization financing policies and protocols.

Duties and % of Effort

Provide leadership and direction for Student Organization Services and Campus Center Programs. Supervise full time staff member in providing a holistic approach to the coordination, implementation, and evaluation of programmatic efforts for student involvement and engagement. (25%)

Oversee DukeGroups Event Registration process and serve as the liaison for student organizations, faculty, and staff. Serve as an advisor to the Union University Board (UUB) and DUU Executive Leadership and DUU committees, including Duke@Nite. Provide support and guidance on student and staff initiated special projects and large-scale programming. (25%)

Assist with recruitment, selection, training and supervision of permanent, full-time staff positions. Mentor and supervise staff engaged on the Student Involvement Team. Perform annual evaluation of SDC for Student Organization support. (15%)

Serve as a direct liaison with theUCAE Business office to provide direction on matters related to the Student Organization Funding Committee and student organization financial policy and procedure. (15%)

Work with Director and Associate Director to create policies and procedures regarding departmental and student organization operations to facilitate effective resource utilization, standardized policies, and consistent information. Convene group of advisors and appropriate support staff to maintain communication regarding student organizations, DukeGroups event registration system, and related strategies and/or issues. (10%)

Provide oversight and consultation for the process of reviewing and execution of programming contracts on behalf of student organizations. (5%)

Provide oversight and consultation for the process of reviewing and execution of programming contracts on behalf of student organizations. (5%)

General Qualifications

Work requires excellent communication, analytical and organizational skills generally acquired through completion of a Master's degree required in Higher Education and Student Affairs Administration or related field of study, plus at least three years of experience in higher education, special events planning, student activities advising, student organization support or a related field.