

POSITION DESCRIPTION

TITLE: Assistant Director of Student Engagement and Orientation - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Assistant Director of Student Engagement and Orientation is a 12-month, full-time, professional staff member in the Office of Student Life. This position reports directly to the Dean of Students and is primarily responsible for providing direction to New Student Orientation, Student leadership development, education, and training programs. This position also assists the Dean of Students with management support for the department and Campus Center building operations. This position supervises the Area Coordinator for Orientation and the office professional staff members. The Assistant Director will support the departments work on creating an inclusive campus for all students through strategic leadership development of campus clubs and organization as well as to the broader campus community. This position must be able to work independently, handle confidential and sensitive issues with diplomacy, and will directly supervise student employees and provide some oversight of clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for following the ethics code of ACPA and the laws of the State of Maryland.
- Supervises and provides guidance for the Coordinator of Student Engagement.
- Coordinates and implements division-wide efforts to further develop and deliver high-level student leadership programming.
- Coordinates the implementation of New Student Orientation Programs (fall and spring semesters), including program development, liaison functions to participating College offices, publication of relevant materials, and assists with the selection, training, and supervision of Orientation leaders.
- Provides insight and assists with efforts around the new student experience, including fall and spring orientation, Seahawk Orientation, Advising and Registration, and Transfer Day.

Position Description

Assistant Director of Student Engagement and Orientation

Page 2

- Provides oversight and coordinates the development of the Student Government Association (SGA) clubs and organizations. With the Dean of Students, advises the SGA Senate and Executive Council.
- Supports the Dean of Students with day-to-day management of the department to include some oversight of the office staff, facility management, and development of the use of technology in the delivery of services and programs.
- Promotes and facilitates interactions between faculty, staff and/or students with respect to leadership training and programming.
- Serves as a leadership development and training resource for the College community.
- Responsible for annual assessment of student activities leadership and education programs and for making appropriate adjustments as suggested by the data.
- Provides guidance and resources for students to create engaging, educational and substance-free events.
- Assists with major college events including Senior Week and Commencement.
- Advises the officers of a class executive board.
- Has “on-call” responsibilities and serves as a member of the Crisis Intervention team.
- Participates as an active member of the Student Affairs staff by serving on committees, serving as one of the administrative hearing officers for student conduct matters and participating in other division-wide efforts as needed.

MINIMUM QUALIFICATIONS:

- Education: Master’s Degree in college student personnel, counseling, or a related field.
- Experience: At least three to five years of experience working with leadership development and training programs on a college campus. Experience with student clubs, organization, and student government. This experience should include working with students in the planning and execution of student programs; program assessment; experience with computer technology.
- Excellent communication skills.
- Ability to work independently and as a member of a team.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.