

## Assistant Director of Student Involvement Student Involvement

St. Edward's University is seeking an Assistant Director of Student Involvement. The Assistant Director of Student Involvement serves as the primary advisor to the Student Government Association, Homecoming Ambassadors, and the Publicity Team. Provide support for the new student orientation (first year and transfer) and Anchors (second stage orientation) programming. Provides additional support to Student Involvement by monitoring departmental information on web and social media, budgetary duties and assessment.

## For consideration,

## Required Qualifications: Bachelor’s degree in education, or related field.

Minimum of one year of fulltime experience in Student Activities, Student Involvement and Engagement or related areas. Evidence of advising and/or supervisory experience is required. Must possess an unencumbered driver’s license. Preferred Qualifications: Master's degree in education, or related field. Two years of graduate experience equals one year of fulltime experience.

## Responsibilities:

* Serve as the primary advisor for the Student Government Association, a chartered student organization within Student Involvement charged with serving as advocates for the St. Edward’s general student body. Provide leadership, training, and advisement to the various components of Student Government Association including the Executive Branch, Legislative Branch, Judicial Branch and various committees such as The Big Event.
* Support Homecoming and major Student Involvement programs, including the advisement of the Student Homecoming Ambassador Team.
* In collaboration with the Associate Director of Student Involvement, manage and support the new student orientation and anchors weekend programming which includes developing, and coordinating best practices in student orientation; recruit, train, and supervise the student orientation leaders and their related experiential learning activities.
* Share responsibility and work collaboratively to develop partnerships with various campus entities in support of student involvement and engagement opportunities. Provide leadership to various University, Divisional, or Office committees as assigned.
* Manage robust communication efforts via web, email marketing and social media in support of the Student Government Association and the Student Involvement Office.
* Supervise the Student Involvement Publicity team of graphic designers and video creators. The Publicity team is a chartered entity within Student Involvement that promotes office and university initiatives, event signage, and creates content for our Social Media Pages (Instagram, TikTok, Facebook, and Twitter).
* Work with the Director to execute student engagement tracking, student learning outcomes and program evaluation and assessment.
* Oversee multiple budgets lines assigned by the Director of Student Involvement.
* Other duties as required.

## The University offers an excellent TOTAL REWARDS package!

*Medical & Rx Coverage – UMR (HSA & FSA Available) Dental – Sunlife Dental*

*Vision – Sunlife Vision Plan*

*Short Term Disability (STD) Insurance Long Term Disability (LTD) Insurance*

*Life & Accidental Death & Dismemberment (AD&D) Insurance Employee Assistance Program (EAP)*

*Pet Insurance*

*Annual Leave & Paid Sick Leave*

*Retirement Plan – (TIAA) Employee 5%/Employer Match 7% Tuition Benefits*

*Paid Holidays Services & Discounts*

## HOW TO APPLY

Interested applicants should submit an online application at; [https://stedwards.applicantpro.com.](https://stedwards.applicantpro.com/) Please include ***resume, cover letter, and three employment references***. Applications will not be considered if it is missing any of these three items.

## EQUAL OPPORTUNITY EMPLOYER:

St. Edward's University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

## ABOUT ST. EDWARD'S UNIVERSITY

## Founded in 1885 by the Congregation of Holy Cross, St. Edward's University is a private, Catholic liberal arts institution of more than 4,600 diverse students located in Austin, Texas. St. Edward's emphasizes critical thinking and ethical practices, as well as small classes, personalized learning and exciting internship opportunities. The community atmosphere extends to the approximately 800 faculty and staff who work together to make the university a welcoming yet challenging environment for students. An overview of St. Edward's University employee benefits is available at; <https://www.stedwards.edu/human-resources/benefits-summary>

## Sponsorship:

## We are not offering sponsorship at this time.

## Background Checks:

## A criminal history background check is required for finalist(s) under consideration for this position.

## Reference #: J2020326

## Available: Immediately