

Assistant Director of Leadership Programming

Summary: The Assistant Director's overall mission is to develop, implement, and evaluate Queens' student affairs program focused on student engagement for the purpose of student learning and development. This full-time, 12-month position reports to the Assistant Dean for Student Engagement. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

Essential Duties and Responsibilities include:

- Provide oversight of the leadership development program options for students, including the Leadership Institute, Camp Rex: Leadership Retreat, Leadership Summit Conference, and Walt Disney World Leadership Experience.
- Organize Weekend Programming events, including opportunities to promote new collaborations with other Departments, such as the Royals Tour: Charleston, a collaborative effort with the Department of Diversity, Inclusion, and Community Engagement to provide a cultural tour of Charleston, SC.
- Supervise and advise 65+ Registered Student Organizations and ensure compliance of all Queens, state, and national rules, policies, and procedures.
- Provide monthly programming and trainings for the Inter-Club Council.
- Oversee the registration of clubs and organizations and maintain all records accordingly.
- Organize Weekend Programming events, including opportunities to promote new collaborations with other Departments, such as the Royals Tour: Charleston, a collaborative effort with the Department of Diversity, Inclusion, and Community Engagement to provide a cultural tour of Charleston, SC.
- Assist with New Student Orientation including ROAR and Welcome Week.
- Promote and support the campus-wide initiative around evening and weekend programs to ensure educational or cultural dialogue to the community.
- Work collaboratively with other departments to bring educational programming to campus that will provide consistent student engagement and vibrant campus community and culture.
- Consistently serve as an advocate for diversity and cross-cultural understanding to create a welcoming campus to all students.

Non-essential Duties and Responsibilities

- Other duties and special projects may be assigned to meet department, Student Life and/or university needs
- Assist students and other guests who visit the office
- Serve on advisory committees with faculty, staff, and students as needed

Experience, Knowledge and Skills Required:

- Master's degree and 1-2 years' experience in Student Affairs or related field
- Understanding of student development theory and its applications in education
- Demonstrated track record of actively promoting diversity and inclusion of all students
- Excellent verbal and written communication skills, as well as skill in presenting effectively to and facilitating group process
- Excellent interpersonal skills and ability to quickly establish and maintain strong rapport with campus constituents
- Solid problem-solving skills, critical thinking, and the ability to analyze components and arrive at a logical course of action while knowing when to ask for assistance or direction
- Must be able to work efficiently in a fast-paced environment with demonstrated ability to effectively prioritize multiple competing tasks and demands
- Computer proficiency (Microsoft Office preferred, including Word, Excel, PowerPoint, Outlook)
- High level of energy and initiative, and willing and able to work with minimal supervision while contributing positively to a cooperative, high-functioning team
- Demonstrated ability to maintain strict confidentiality of privileged information and perform duties that require tact, independent judgment, diplomacy, and discretion
- Flexibility to regularly work evenings and weekends to achieve objectives of the position; ability and willingness to travel on behalf of the university, including trips requiring overnight stays (<25% of time).

Application Process

Qualified individuals are requested to submit documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete submissions will not be considered.

1. A cover letter addressing position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**SL-ADLP**" and **YOUR NAME** in your email Subject Line.
(**Example:** SL-ADLP Shawn Mullin)

Applications received by May 12, 2021 will receive first consideration. Queens will continue to accept submissions until the role is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close

and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.

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- *Lifting, Pulling, Pushing:* Exert up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in office environment, involving contact with students, faculty, staff, parents, service providers, and vendors.
- Work has deadlines, multiple interruptions and may be stressful at times. Work also includes weekend and evenings to accomplish objectives of the position.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.