

Associate Director of Student Engagement

Summary: The Associate Director's overall mission is to enrich the co-curricular experience of students at Queens University of Charlotte. This role establishes and maintains an active, highly visible, and deeply engaged presence to sustain and grow strong collaborative relationships with students, University faculty and staff, vendors, and parents/family members. Primary responsibilities include oversight of the Student Engagement work at the Levine Fitness Center, Campus Union Board, Week of Welcome, Family Weekend, Campus Recreation and parent engagement. This full-time, 12-month, benefits-eligible 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:

- Collaborate with the Assistant Dean of Student Engagement on providing administrative support for the programs and vision of the office
- Oversee all aspects of the Campus Union Board; including recruitment, training, transition, advising, budget oversight, event planning and assessment
- Ensure proper university approval for all legally binding contracts, negotiate contracts with on and off-campus vendor, assure copyright compliance of films shown on campus, monitor and ensure compliance with risk management standards of the University
- Promote, implement and sustain campus traditions that fosters student belonging including but not limited to Week of Welcome, Family Weekend, and Senior Year Experience
- Cultivate active and meaningful contact with parents and family members through the creation and distribution of a regular newsletter
- Collaborate with Marketing to design and build the parent pages of the Queens website
- Manage the day-to-day operations of the Levine Center for Wellness and Recreation, including supervision of student employees, a Graduate Intern for Campus Recreation, and maintenance of fitness room equipment
- Plan, market, and execute engaging wellness programs for students including weekly group fitness, weekend excursions, and the annual Health and Wellness Fair
- Collaborate with Assistant Dean of Student Engagement to create, implement, and facilitate the Parent, Family, and Guest Orientation program to coincide with Royals Orientation, Advising, and Registration (ROAR)
- Consistently serve as an advocate for diversity and cross-cultural understanding to create a welcoming campus to all students
- In conjunction with the Associate Dean of SE, assess Student Engagement programs regularly to evaluate effectiveness
- Create and coordinate the social media plan for the Office of Student Engagement
- Act in the absence of the Associate Dean of Student Engagement.

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 with 2-3 years of full-time experience in Student Affairs or a combination of relevant experience in lieu of the degree
- Understanding of student development theory and its applications in education
- Demonstrated experience in program development for diverse populations
- 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
- Demonstrated ability to develop learning outcomes and program assessment
- Demonstrated ability to effectively prioritize multiple competing tasks and demands in a fast-paced environment
- Computer proficiency (Microsoft Office preferred, including Word, Excel, PowerPoint, Outlook)
- Understanding and proficiency with multiple social media platforms
- 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 “**AD-SE**” and **YOUR NAME** in your email Subject Line.
(**Example:** AD-SE Shawn Mullin)

Applications received by February 4, 2022 will receive first consideration. Queens will continue to accept submissions until the role is filled.



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.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger.

Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

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, childbirth and conditions related to pregnancy or childbirth), 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.

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.

Physical Requirements (*with or without reasonable accommodation*):

- *Eye-Hand Coordination*: Requires hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, copier, calculator and other office equipment.
- *Talking*: Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- *Repetitive Motion*: Movements frequently and regularly required using the wrists, hands, and/or fingers.
- *Average Hearing*: Able to hear average or normal conversations and receive ordinary information.
- *Average Visual Abilities*: Average, ordinary, visual acuity necessary including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Physical Strength*: Will regularly be required to sit, use hands to finger, handle or feel objects, tools and controls reach with hands and arms. Must be able to stand, walk, stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 20 pounds.
- *Cognitive / Emotional*: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Work in office environment, involving contact with students, faculty, staff, parents, service providers, and vendors.
- Works evenings and/or weekends to achieve objectives of the position
- Travel on behalf of the university, including trips requiring overnight stays (<25% of time).
- 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.