



# University of North Dakota

## Staff Position Announcement

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Human Resources • Twamley Hall Room 313 • 264 Centennial Drive Stop 8010 • Grand Forks, ND 58202-8010 • 701-777-4361

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www.humanresources.und.edu

humanresources@mail.und.edu

### ASST DEAN/STUDENT INVOLVEMENT & LEADERSHIP

**POSITION NUMBER:** #12-202

**HR/WK:** 40

**CLOSING DATE:** Open until filled

**BENEFITS ELIGIBILITY:** Benefitted

**MINIMUM SALARY:** \$60,000.00 plus/year

**DEPARTMENT:** Dean of Students

**POSITION STATUS:** Full-Time

**LOCATION:** Grand Forks, ND

**POSITION DESCRIPTION:**

Provides overall supervision of the Program Director for Student Involvement, including training, professional development, annual review and management of personnel related issues. Provides guidance and support to the Program Director in the training, professional development, annual review and management of personnel related issues for three professional staff members, a GLBTQQA graduate student assistant and undergraduate student workers for the area. Develops and implements office policies and procedures. Directs the coordination and execution of existing programs and strategies used to promote student involvement and engagement. These programs include but are not limited to: Welcome Weekend, Homecoming, Spirit Week, Presidential Scholars, Student Ambassador program, Family Weekend, Parent Association and Parent Association Advisory Board, Leadership program development and the creation of a leadership course curriculum for credit. Provides guidance to Student Involvement staff in the oversight, management and advising for six PHC sororities, thirteen IFC fraternities, Greek student leaders and Chapter advisors. Provides guidance to Student Involvement staff in the oversight, management and advising for 275+ student organizations as part of the student organization recognition and registration process. Provides guidance to Student Involvement staff serving as advisors to Student Government standing committees. Assesses and evaluates Student Involvement programs and initiatives and implements strategies to enhance and improve programs as needed. Partners with stakeholders to enhance current student involvement programs and initiatives as well as strategize new opportunities for the future. Advises the Student Policy Committee. Effectively manages and administers the office budget including time and leave, payroll, and expenditures. Administers all aspects of the fiscal operations, including the operating budget and any associated fee income and private funds. Coordinates the disbursement of Greek life scholarships with the Alumni Foundation and Student Financial Aid. Writes the Annual Report for the unit. Collects, analyzes and prepares institutional reports on all data as it relates to the programs administered through the Student Involvement Office. Coordinates assessment activities as it relates to the programs administered through the Student Involvement Office. Develops and coordinates outreach activities, publicity of Unit programs, and technology support, including web sites, related documents and materials, and staff training and education. Provides direction and support via the phone to graduate students responding in an on-call capacity after work hours to critical incidents and emergencies involving students. Serves as a member of the Student Life Directors' Council. Serves as a member of the Student Affairs Council. Serves as a member of the Campus Life and Safety Team (CLAST). Provides leadership on various Student Affairs and University committees. Represents the Dean of Students at campus events as appropriate. Assumes other responsibilities as designated by the Associate Vice President/Dean of Students and/or Vice President for Student Affairs.

Any submission regarding position openings are subject to the North Dakota Open Records law. The applications of all candidates and nominees are a matter of public record under the statutes and policies of the State of North Dakota.



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### REQUIRED QUALIFICATIONS:

- Master's degree with emphasis in higher education administration, student personnel/development, counseling, education or related field
- Five years progressively responsible related experience
- Knowledge of recruitment and retention initiatives, and program assessment
- Demonstrated experience in development and execution of educational programs
- Experience advising student organizations
- Demonstrated understanding of issues facing diverse student populations in higher education
- Ability to work collaboratively across all institutional lines including a proven record of effective working relationships
- Strong interpersonal, organizational and communication skills
- Appreciation and commitment to a research institution which provides a liberal arts education coupled with strong professional programs
- Experience hiring, evaluating, supervising and training staff
- Criminal history background check

### PREFERRED QUALIFICATIONS:

- Knowledge of and appreciation for undergraduate fraternity and sorority experience
- Experience with crisis or critical incident management

### REQUIRED APPLICANT DOCUMENTS:

- Completed UND application, cover letter, resume and reference list.

### SPECIAL INSTRUCTIONS:

Please complete UND Application/Control Card form found online at <http://und.edu/finance-operations/human-resources/> referencing job title and posting number. If claiming Veteran's preference, a DD Form 214 must be attached. If claiming Disabled Veterans Preference, a DD Form 214 and a copy of VA statement dated within past year must be attached. All applications must be received or postmarked by the closing date and have complete name and current mailing address.

### SPECIAL CONDITIONS:

Occasional evenings; Open until filled, review of applications to begin February 6, 2012