

# Position Vacancy Announcement

## Position Title

Assistant Director, Student Activities & Special Events

**Summary of Responsibilities** Responsible for advising the Campus Activities Board, which serves as the main student programming board for the University. The Assistant Director is responsible for providing guidance, supervision of officers and events, and development for the student organization members. Responsible for coordinating large-scale special events for the campus community, including *Lion's Roar Week*, *Homecoming*, and *Welcome Back Lions* weeks. Responsible for supervising the graduate student for Student Organizations, who in turn will track and monitor the needs and progress of our 100+ organizations.

## ESSENTIAL FUNCTIONS:

**Serve as the primary adviser for the Campus Activities Board:** Provide development and supervision for CAB officers: Coordinate the officer selection process. Meet weekly with officers. Provide leadership training. Review officer hours to ensure accurate recording of hours and to ensure they are meeting requirements for paid position. Collaborate with the membership to set the direction, vision and goals for CAB each year; review those goals throughout each semester. Provide mentoring to officers and members, including delegation of tasks and encouraging students to create and implement new ideas. Provide formal and informal development training to members on personal skills (communication, delegation, conflict resolution, etc), event planning, and marketing. Attend general and executive board meetings. Attend sponsored events, retreats and social activities. Review each event and write up brief assessment of its effectiveness, if learning outcomes were met and how well the organization coordinated the event (including suggestions for improvement). Establish working professional relationships with the various departments on campus that CAB is collaborating with. Oversee event co-sponsorship process. Ensure that collaborative events involve meetings and communications between all sponsoring departments and organizations. Collaborate with the officers on all expenditures of the CAB account. Ensure all purchasing procedures are followed and that CAB is aware of them. Negotiate contracts with agents. Review all contracts and ensure that University guidelines are followed. Implement plan for risk management concerns at events and follow all University-related guidelines. Attend and take students to the National Association for Campus Activities conference, or other applicable conferences. Coordinate travel for students and professional staff. Verify grade point averages for student leaders in accordance with current University policies. Responsible for tracking and maintaining inventory control for the equipment/props/tools that belong to the Campus Activities Board. Conduct on-going assessments to implement best practice methods for event planning, membership development, recruitment, budget development, and organizational effectiveness. Utilize CAS, EBI and other assessments to insure that our programs meet or exceed national standards. **Coordinate Special Events:** Set dates for special events in collaboration with other departments as necessary. Select committee members when appropriate; schedule and facilitate meetings. Oversee the development of the schedule for all activities. Develop and administer the budget for special events. Plan and arrange logistics for all special events, including location, date/time, equipment reservations, technical requirements, catering, set-up, and take down. Facilitate the implementation of events on site. Establish short and long term goals for these areas. Administer learning outcome assessments where possible for events. Assess and implement risk management measures as it relates to these areas. Serve as the chair for the Campus Programming Resource Committee, establish membership, and facilitate collaboration for programming across campus. Keep SRSC staff informed of progress and when assistance is needed with activities.

## Qualifications

Required: Bachelor's degree in Higher Education, Student Development, or related field.

Preferred: Master's degree in Higher Education, Student Development, or related field.

## Experience

Required: Two (2) years experience in event planning and advising and/or supervising in a higher education setting. Experience working with the National Association of Campus Activities (NACA), Association of College Unions International (ACUI), and/or other professional associations and working with diverse populations. One (1) year experience with developing and managing budgets. Must be able to work nights and weekends. Must possess excellent writing and verbal skills. Must be able to use appropriate computer programs.

Preferred: Master's degree in Higher Education, Student Development, or related field. Two (2) years full-time experience in student activities programming. Two (2) years experience working with and developing budgets. One (1) year experience with nationally recognized customer service models. Must possess current First Aid/CPR/AED certification. Experience working with excel, Word, Publisher, Power Point etc. Bilingual – Spanish Speaking.

## Salary Range

\$34,042 - \$38,000

## Starting/Ending Date for Receiving Applications

Will begin reviewing applications April 12, 2010

## Application Requirements

\* Letter of Application

\* Resume

\* Official Transcripts

\* Contact Information (phone numbers and e-mail address for at least three professional references)

## Contact Person

Wendy Morgan

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## Projected Starting Date

June 1, 2010

**Location and Environment**

Texas A&M University-Commerce is a senior public institution with academic enrollment of approximately 9,000 students. It is located in Commerce, Texas which is 65 miles northeast of Dallas, Texas. This position is contingent upon funding. The University is an Affirmative Action/Equal Opportunity Employer. Any job offer from the University is contingent upon (1) proof of United States citizenship or citizenship eligibility or authorization to work in the U.S. on a full-time basis; (2) proof of compliance with the Elective Service Law for males ages 18 through 25; and (3) a completed and signed non-disclosure statement authorizing the university to conduct a criminal history background check.