Job Purpose:
Under the general supervision of the Director of SAIL, the Associate Director of Leadership & Development coordinates programs and services related to the university's student development and retention efforts. The Associate Director fosters growth and development within the Mines community focusing on leadership workshops and trainings available to all students. The Associate Director sets the strategic vision and direction for leadership programming within SAIL and is designed to provide leadership training for executive councils, advisors, teams, student leaders, and staffs. The Associate Director also organizes and promotes service opportunities for the Mines campus. The Associate Director works collaboratively with the Assistant Director of Student Engagement and the Fraternity & Sorority Life Coordinator to oversee SAIL leadership development.

Responsibilities:

Essential Functions: (92%)

1. Supervise the Fraternity & Sorority Life Coordinator, Assistant Director for Student Engagement, and SAIL student consultants. (10% annually)
2. Provide leadership workshops and professional development seminars three times a semester. (11% annually)
3. Co-advising and support the Board of Student Organizations (BSO), a governing body responsible for funding and oversight of all student clubs and organizations on campus. (10% annually)
4. Provide service learning opportunities for students and serve on the Helluva Service Day committee. (8% annually)
5. Chair the Leadership Summit committee and support each subcommittee. (5% annually)
6. Manage the leadership programming budget and report quarterly spending. (5% annually)
7. Provide leadership and team trainings to executive teams of clubs, organizations, governing bodies, student staffs, and other interested organizations. (8% annually)
8. Teach 3-credit CSM350 leadership course in the spring. (7% annually)
9. Oversee risk management practices within organizations on campus. (5% annually)
10. Work collaboratively with other CLASS departments to provide leadership trainings for students. (4% annually)
11. Develop and provide educational workshops for Fraternity and Sorority chapters and governing councils semestery. (4% annually)
12. Establish and implement short- and long-term goals, objectives, policies, and operating procedures; monitor and evaluate program effectiveness; effect changes required for improvement. (5% annually)
13. Consistently assess leadership programming and changes consistent with SAIL assessment. Develop and implement benchmarking surveys for the campus community. (5% annually)
14. Co-plan Celebration of Mines with the Assistant Director for Student Engagement (3% annually)
15. Provide support and communicate to external stakeholders and sponsors. (2% annually)
Additional Duties and Responsibilities: (8%)
1. Assist as needed with all Student Life programs, events, and specialty weekends. (1% annually)
2. Plan, implement, and assess student development efforts on campus and collaborate on similar efforts within the larger university community and all facets of student life. (2% annually)
3. Represent the University to various institutional divisions by serving on university ad hoc committees as well as externally to students and/or the general public/local community. (2% annually)
4. Support, promote, and advocate on issues of diversity, equity, and inclusion on campus (2% annually)
5. Perform miscellaneous job-related duties as assigned. (1% annually)

Qualifications:

MINIMUM QUALIFICATIONS AND EXPERIENCE:

• Bachelor’s degree from an accredited four-year institution of higher education
• Professional experience within a comprehensive student activities or leadership program related field in a higher education setting
• Demonstrated management experience in the development and training of student leaders
• Excellent communication and interpersonal skills, and the ability to work collaboratively with students, faculty and staff; and outstanding administrative, planning, and supervisory skills are essential.

DESIRED QUALIFICATIONS AND EXPERIENCE:

• Master’s degree from an accredited four-year institution of higher education (or equivalent work experience)
• Professional staff supervision
• Experience overseeing a campus leadership program
• Experience facilitating service learning opportunities
• Experience partnering with campus and community programs
• Fundraising or sponsorship experience

Decision Scope:

• Enforce and adapt policies pertaining to clubs and organizations.
• Advise clubs and organizations related to all risk management concerns.
• In crisis situation, handle according to provided trainings
• Create contracts related programming while following university policy.
• Engage with the Golden and greater Denver community to establish service opportunities.
• Working with the golden community and other philanthropies, it is the responsibility of the Associate Director to enforce that groups are compliant with the Colorado School of Mines minors policy and procedure.
• Implement trainings for all students in a variety of capacities including but not limited to Fraternity & Sorority Life, Residence Life, Clubs & Orgs, and executive teams.

Communications:

• Communicate to supervisor
• Communicate to departmental director
• In crisis situation communicate with emergency services as appropriate and direct supervisor
• Communicate with all clubs, organizations and advisors within community
• Communicate with any other interested or needed department or entity
• Accurate, professional communication is important

Work Environment and Physical Demands

• Work is normally performed in a typical interior/office work environment
• Work will require nights and weekends and an altered work schedule
• Very limited physical activity required
• Very limited exposure to physical risk
• Work requires limited travel