Staff Development Director

VU Leadership and Community Engagement/AS Club Activities
$16.55/hour  15-19 hrs/week  4 quarters

This position begins the start of Summer quarter and ends the Friday of finals week the following Spring quarter.

ABOUT THE OFFICE

This position will be supervised by the Club Activities Manager and work with the Leadership Development Specialist within the Viking Union Leadership and Community Engagement office. Both offices support the training, development, support, and recognition of AS and VU student staff and club leaders through leadership and skills development activities.

OFFICE RESPONSIBILITIES

• Providing leadership development for campus and specifically for AS and VU student employees and club leaders
• Provide recognition programs for student employees
• Fostering a comfortable and inclusive environment for campus alongside Club Activities office staff
• Collecting feedback on programs & services provided by the office
• Maintaining regular communication with student employees

ABOUT THE POSITION

This position will coordinate the two-week Fall Staff Development period two weeks before the start of Fall Quarter as a chair on the planning committee. They will also coordinate the pre-quarter trainings for Winter and Spring Quarters. They will also develop and manage on-going trainings and development activities throughout the year, provide methods to enhance staff morale, coordinate staff celebrations and awards, as well as serve as a LeaderCorps staff member.

POSITION RESPONSIBILITIES

• Serve as chair of the pre-quarter training planning committees with AS and VU professional staff
• Coordinate on-going trainings for student staff and club leaders
• Provide methods of staff morale boosters and recognition
• Coordinate student staff celebrations and awards
• Will be trained to provide LeaderCorps workshops
• Manage the allocated budget to support planned activities
### REQUIRED QUALIFICATIONS

- Serve the diverse membership of the ASWWU in a professional and ethical manner.
- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

### PREFERRED QUALIFICATIONS

- Effective organizational and time management skills
- Ability to problem solve independently within deadlines
- Ability to work collaboratively with people of diverse backgrounds and opinions
- Ability to communicate in an effective manner that is welcoming to a wide variety of people
- Experience in event planning, training development and execution, and/or leadership development activities
- Comfortable with public speaking in front of small and large crowds
- Ability to identify and work on removing inequities, barriers to access, and forms of oppression that may be present in the programming or services related to this position.

*This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer. Revised May 2021 by the Personnel Director.*