

# **Carleton College Exempt Position Description**

**Job Title:** Assistant Director - Grade 10

**Reports To:** Student Activities Director

**Supervised by:** Associate Director of Student Activities

**Department:** Student Activities Office

**Division:** Division of Student life

## **Position Overview**

Carleton College seeks an Assistant Director of Student Activities to contribute to the overall goals of the College and the Division of Student life by supporting a vibrant, comprehensive, and co-curricular program for approximately 2,000 undergraduate students. This position supports over 225 student organizations and assists with a variety of programs and services designed to provide engagement and learning opportunities for students outside the classroom.

In collaboration with The Student Activities Programming Board (SAPB) and The Carleton Student Association (CSA), the Assistant Director is responsible for assessing social programming needs, providing leadership opportunities, and implementing a variety of social, recreational, and cultural programs. This is a 12-month, full-time position with frequent evening and weekend commitments.

## **Department Overview**

The [Student Activities Office](#) develops and coordinates a variety of social, recreational, cultural, and developmental programs and services. In conjunction with The Student Activities Programming Board (SAPB) and The Carleton Student Association (CSA), we offer and support programs and services designed to challenge beliefs, educate others, inspire the individual, entertain the soul, and create a sense of campus community and pride.

## **Essential Job Functions/ Responsibilities**

- Develop, implement, and assess a variety of student events, programs, and services throughout the academic year and during breaks.
- Serve as a resource and primary advisor for multiple student organizations.
- Address risk management issues related to advising student organizations, including student travel, event registration, contract negotiation, and programming where alcohol is present.
- Co-advise the Student Activities Programming Board (SAPB) and The Carleton Student Association (CSA).
- Co-coordinate and lead regular staff meetings for the Student Activities Programming Board
- Assist with the development and management of multiple budgets totaling approximately.
- \$650,000
- Assist with the implementation of New Student Week (first-year orientation program) and Senior Week (post academic classes/pre-commencement).
- Assist with the development and evaluation of policies relevant to student organizations and the Student Activities Office
- Assist with the management of a variety of facilities for students including KRLX (campus radio station), The Carletonian (student newspaper), The Cave (student-run entertainment venue), The Carleton Cupboard (food pantry), Nourse Little Theater, and a band rehearsal room.

- Assist with the daily management of the Student Activities Office.
- Assist with the selection, development, and supervision of student employees.
- Assist students in complying with College policies and procedures.
- Advise student staff in the creation of various publications, marketing materials, and social media promotion.
- Design and maintain departmental websites and assist student organizations with website design as needed.
- Assist the Director in the overall management of the Sayles-Hill Campus Center and various other facilities.

**Required Education, Experience & Skills**

- Master's Degree in College Student Personnel, Student Affairs in Higher Education, Higher Education Administration, or related field and a minimum of three years of relevant experience.
- Communication and interpersonal skills sufficient to work effectively with an increasingly diverse group of students and colleagues and who have demonstrated a commitment to creating, fostering and sustaining an inclusive environment.
- Desire to support students at a small, private, residential, liberal arts college.
- Experience advising campus programming boards and student organizations.
- Experience with event planning, implementation, and evaluation.
- Willingness and ability to occasionally utilize a flexible work schedule to participate in evening and weekend events.
- Ability to multitask in a fast-paced, vibrant work environment with frequent interruptions.
- Excellent customer service skills and the ability to act with a high level of courtesy, tact, diplomacy, and confidentiality.
- Ability to repeatedly lift average weight objects and occasionally lift objects over 50 pounds.
- Ability to bend, stoop repeatedly, and stand for long periods of time.
- Ability and willingness to obtain a Minnesota Driver's License within 2 months of hire.

**Preferred Experience**

- We are especially seeking candidates who have engaged in activities to enhance knowledge of diversity, equity and inclusion and have worked collaboratively with others in fostering success of underrepresented groups and a supportive and inclusive environment for all.
- Experience working at a private, highly selective, residential, liberal arts college.
- Experience working with talent agencies and contract negotiation.
- Experience with campus radio station management and related FCC regulations.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.