Job posting preview

Requisition ID: 23297BR
ASU Job Title: Asst Director
Job Title: Assistant Director, Student Engagement
Campus/Location: Campus: Tempe
Job Family: Generic
Department Name: WPC UPO HON Carey Academy
Full-Time/Part-Time: Full-Time
VP Code: EXEC VP/PROVOST
Scope of Search: Open
Grant Funded: This is not a grant funded position and is not contingent on future grant funding.
Position Category: 03
Salary Range: $46,800 - $60,000 per year; DOE
Close Date: 17-June-2016

Job Description:
The W. P. Carey Undergraduate Student Engagement team develops and coordinates purposeful opportunities and programs across three ASU campuses, as well as online, to create a positive impact on student retention, fostering student development, and to enhance a vibrant W. P. Carey student community.

The Team needs a confident, dynamic and creative Assistant Director to lead their student engagement unit. The Assistant Director will guide a wide range of student engagement programs in support of creating a meaningful college experience for students. Our programs are centered around the common values - academic success, ethical living, leadership development - and establish a continuing connection with the school.

Essential Duties:

• Assesses unit operation functions across three campuses and develops and implements policies, procedures and objectives.
• Initiates and prepares annual report to describe unit’s activities and how they fit into the overall scope of W. P. Carey operations in terms of retention, community building, and leadership development.
• Supervises, trains, and evaluates Student Engagement staff; reviews job performance in conjunction with established unit, department and university goals and objectives.
• Oversees and closely monitors work related to New Student Orientation, WPC 101, residential communities, WPC 360 app, Camp Carey, W. P. Carey student clubs and organizations, mentoring programs and large events such as Fall Welcome, Family Weekend and Convocation.
Offers general direction and guidance for staff in regards to engagement programs and initiatives on multiple campuses, evaluation and assessment, innovation, and growth.

Oversees and participates in planning, developing and administering programs' budget.

Represents the college/department and serves on various department and university committees, including but not limited to New Student Orientation, Early Move-In, and Fall Welcome.

Acts as liaison with the community, students, faculty, and staff in facilitating engagement programs.

Serves as a representative of the School and University at state, regional and national organizations, boards, councils and committees as assigned.

Develops work plans for self and staff in accordance with established W. P. Carey Undergraduate objectives and funding limitations.

**Days and Schedule:** Monday-Friday, 8:00 AM to 5:00 PM; work hours will also include some evenings and weekends. The position will require some in-state travel.

**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment AND six (6) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Ten (10) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience in applying the principles and practices pertaining to student engagement and/or development,
- Experience in student success or student development practices in higher education,
- Experience in generating inclusive program design and implementation,
- Experience in applying management and supervisory principles and practices,
- Experience in budget preparation and forecasting and project management,
- Experience in using data analysis and data reporting,
- Experience in leading by example in communicating, participating and encouraging support of student success and development programs,
- Experience in using creative problem-solving and decision making skills,
- Evidence of effective verbal and written communication skills
- Experience in communication both externally and internally within a diverse environment,
- Experience in having to adjust to changing priorities and time management.

**Working Environment**

- Communicate both in writing, verbally, and visually to develop materials in various media and provide reports in various formats (electronic, hard-copy, etc), in addition to coordinating and presenting information to groups of varied size and composition
- Work with students, alumni, corporate partners and university administrators in a higher education/university atmosphere, both one-on-one and in group/class settings, in-person and via phone and e-mail
- Lift/transport approximately 30 pounds of promotional/marketing materials
• Travel - While based on the Tempe campus, individual must be willing and able to travel to multiple campus locations in the Phoenix metropolitan area and to out-of-state events during any given week/weekend.
• Utilize computer, phone, and various office equipment (fax, copier, etc)
• Utilize various forms of technology to communicate with students and alumni/corporate partners (including video conferencing and social media)
• Work occasional extended hours, including evening and/or weekends, as needed

Department Statement
The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country. Learn more at http://wpcarey.asu.edu.

ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.

Cover letter, resume, and three professional references required. Resumes should include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position should be listed individually for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications stated in this requisition. Candidates
who do not follow the instructions to apply may be disqualified.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.