

**Posted:** May 9, 2022



## POSITION ANNOUNCEMENT

**TITLE:** ASSISTANT DIRECTOR OF STUDENT LEADERSHIP & ENGAGEMENT

**DEPT:** STUDENT AFFAIRS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$50,000-\$55,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Under the direction of the Director of the Center for Student Leadership and Engagement (CSLE), the Assistant Director of the CSLE supports the strategic direction of the Center. The Assistant Director supports the day to day operations of the CSLE through the support, development and implementation of leadership and engagement programs that enhance the student experience. The Assistant Director plays a role in supporting the intellectual, personal, and social development of students and advocates on behalf of student leaders and organizations across the campus community.

The Assistant Director will support the Director as they develop program learning outcomes and an assessment plan and provide direct oversight as assigned by the Director. The Assistant Director works to implement high-impact practices to meet the needs of our diverse student population, faculty, and staff.

### Career and Intern/Co-Operative Services

- Provide support and oversight for Career Services
- Managing databases: Handshake, Banner, Argos and Post-Graduation Survey
- Develop and implement workshop and tools to assist students in their career efforts
- Develop and provide oversight for Career Fair opportunities that engage employers and students
- Work to identify intern and co-operative opportunities that provide hands-on experiences for students
- Coordinate Co-op/Internship opportunities
- Provide oversight of a comprehensive assessment plan of services provided through Career Services

### Administration

- Works to Create and maintain a professional, welcoming environment for individuals visiting the Center for Student Leadership and Engagement for services and information.
- In consultation with the Director, provide direct and/or indirect of non-exempt staff and student employees.
- Assess programs, services, and learning outcomes in an effort to improve programs that work and eliminate programs that do not
- Provide budget oversight for assigned areas
- Work with the Director to review and update appropriate policies and procedures.
- Works to Director to coordinate a Diversity Speaker Series and facilitate student focused workshops and trainings on issues of equity, diversity, global issues and social justice
- Classroom visits/lectures colleges and high schools

### Student Leadership

- Support student leadership development programs, learning outcomes, and assessment of programming and student leaders
- Create and implement innovative programming and student engagement opportunities that enhance the student experience and influence student retention, progression, and graduation

- Provide support and supervision for registered student organizations as assigned by the Director, including advising, training, program planning and evaluation
- Incorporate assessment into programmatic efforts to evaluate the achievement of goals related to students' sense of belonging, involvement and engagement, social connection, cultural awareness, and learning
- Facilitate student engagement in recognition programs including an annual student leadership award ceremony
- Manage NMT TV monitors

#### **International and Study Abroad Students Support Service**

- Support admitted international students in their transition to college
- Work with Admissions to develop an orientation program for international students
- Assist students in identifying study abroad opportunities that will enhance their academic and personal growth
- Become a DSO for the SEVP system
- Manage International Student Paperwork
- Support PDSO in providing support to international students

#### **Other duties as assigned by the Dean of Students**

### **REQUIRED QUALIFICATIONS:**

Bachelor's degree required - Area of study: Communication, Human resources, student affairs plus 5 years' relevant experience. Master's degree in student affairs or related field desired. Banner 9, Argos, SEVP Database, Adobe Creative Suite desired. Microsoft Office, Google Docs, Canvas and Gmail required. Exceptional Presentation Skills and Customer Service Skills required. Handshake knowledge required. Ability to use and manage social media accounts required. Ability to interact professionally in any circumstance required. Strong written skills required. Experience in program development including assessment planning, implementation, and continuous improvement desired. Experience developing and facilitating workshops desired. Bilingual language ability desired. Website management skills desired. NMT Defensive Driving within two months of hire required. Must become DSO within three months of hire required. Passport is recommended. Must complete Banner 9 training within three months of hire.