ANNOUNCEMENT OF POSITION VACANCY
Director of Student Life

SUMMARY: Reporting to the Vice President for Student Services, the Director of Student Life is responsible for planning, initiating and overseeing all aspects of student life at Colorado Mesa University; advising and supervising numerous student leaders; serving as a resource to and advocate for students; assessing and maintaining risk management practices; participating in staff trainings, committees and other programs promoting student life on campus; assessing the quality and satisfaction of student life programs; providing oversight, direction and guidance to university-recognized student organizations and clubs in the planning, budgeting, organizing, and delivering of events and activities that enhance the students’ total educational experience and strengthen the university’s student-centered role and mission; and, fosters collaboration with various campus departments and student organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other related duties may be assigned:

1. Responsible for and manages the following professional staff members:
   - Assistant Director of Student Life
   - Manager of Student Life Operations
   - Manager of the Outdoor Program
   - Manager of Club Sports
   - Manager of Intramurals
2. Provides direct supervision to additional student staff.
3. Responsible for the management, planning, and implementation of campus-wide student events such as Welcome Week and Homecoming, Parents Weekend, and MavFest.
4. Responsible for oversight, training and supervision of the student-managed registered clubs and organizations including the Associated Student Government, Club Advisory Board, and Programming Activities Council. Provides leadership, guidance, and policy and procedure manuals to all student leaders.
5. Oversees and manages a coordinated plan for all aspects of the student life at the University, including club and organizational programming, Outdoor Program, Club and Intramural Sports activities; works closely with Residence Life to ensure student life programmatic synergy.
6. Oversees the promotion and marketing of Student Life.
7. In conjunction with the Director of the University Center (UC), works on meeting student programmatic needs within the UC.
8. Directs budgetary oversight responsibility for all student life and university center budgets including those of the ASG, PAC, CAB, CDB, Outdoor Program, Club and Intramural Sports, and other organizations.
9. Develops new programs and initiatives to lead to greater effectiveness and efficiencies in the delivery of student life activities and use of the UC.
10. Works closely with the Office of Institutional Research to develop an annual assessment tool that measures students’ attitudes, interests and needs, in order to effectively manage student life and the UC and make necessary strategic decisions about the future of the department.
11. Oversees the daily operations of all student life clubs and organizations and UC operations, providing assistance in budget management, risk management and student outreach.
12. Advises Greek Life community in areas of risk management, housing and maintenance, social and educational programming, leadership and personal development, and academic success.
13. Provides assistance/liaison between students and administration in the resolution of problems/concerns related to students or student organizations.
14. Works with other UC staff on long term planning and management of the facility.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:
- Bachelor’s degree from an accredited institution; Master’s preferred
- Evidence of progressive professional experience in:
  - university activities programming
  - student budgeting and activities advising
  - staff management
  - budget and financial management experience
  - demonstrated experience and understanding of excellent customer service
  - evidence of having built collaborative partnerships in a campus environment (equivalent experience in a comparable setting will be considered)
  - excellent interpersonal, verbal, and written communication skills
  - ability to work with diverse groups of students, staff, and community members
  - ability and willingness to work flexible hours and days to accommodate students and institutional programs

PREFERRED:
- Broad experience integrating issues relating to student development in a university setting
- Experience in student supervision
- Familiarity with office procedures, accounting systems (BANNER), and business software
- General knowledge of computers and audio visual (AV) technology
- Familiarity with the policies and structure of a typical four-year public university

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by October 7, 2016.

APPLICATION:
Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:
Mail to:
Director of Student Life Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*

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