

DIRECTOR OF STUDENT ENGAGEMENT

JOB SUMMARY/OBJECTIVE

The Director of Student Engagement is responsible for planning, implementing, and assessing major campus events and traditions to promote the retention and persistence of Ozarks' students. The top priority for the position is to build a student engagement program that celebrates the diversity engagement of all Ozarks' students. Major duties include planning and leading new student orientation, serving on campus committees, and overseeing the operation of campus clubs and organizations centered on student learning and development outside the classroom. This position will collaborate with faculty and staff to create co-curricular learning experiences and service opportunities. This is a 12-month live-on, University provided housing position.

RESPONSIBILITIES

- Lead and cultivate a vibrant student activity and engagement program through collaboration with faculty, staff, and students that positively contributes to the University's mission and retention/persistence/graduation goals.
- Ensure an emphasis on diversity, access, and inclusion of all students is integral to the design, planning, and implementation of programs and services, marketing materials and opportunities for participation.
- Lead an engaging student leadership program with an emphasis on student development, access, and opportunity for all Ozarks students to become involved.
- Plan, implement, and assess major campus events and traditions such as New Student Orientation, Global Week and Homecoming.
- Manage the broad Office of Student Engagement budget which includes funds supporting student clubs/organizations and student programming.
- Manage social media platforms for the Office of Student Life.
- Collaborate with the First Year Experience team in their work to facilitate new student development, campus involvement, and retention.
- Serve on the Student Enrichment Fund Committee, the Homecoming Committee, and other campus committees as requested.
- Serve in an on-call rotation for the entire residential population including after-hours and some weekends/holidays.
- Serve as a conduct hearing officer for students referred for minor violations of the Student Code of Conduct, Residential Life policies, and other behavioral concerns; administer appropriate sanctions and/or interventions to effectively resolve disciplinary problems in consultation with the Dean of Students.

SKILLS AND ABILITIES

- Demonstrated knowledge in the areas of student development theory, program and event development/coordination, student leader advising, event/risk management, fiscal management and budget preparation, program evaluation and assessment, and leadership development.
- General knowledge of the principles, practices, and trends of the Student Affairs field and a commitment to working with a diverse student body.

- Ability to carry out a variety of professionally complex assignments and implement effective courses of action without detailed instructions.
- Strong organizational, creative and innovative capabilities and the ability to successfully implement new initiatives.
- A commitment to collaborating with faculty, staff, alumni, students and community partners in the holistic education of students.
- Experience working with Microsoft Office Suite.
- Excellent oral, written, and interpersonal communication skills with experience presenting to large audiences.
- Working some nights and weekends as necessary to fulfill responsibilities of the position.

QUALIFICATIONS

- Master's degree in student affairs administration, higher education administration or a related field preferred.
- Relevant, progressive experience in student activities, international programs and/or new student orientation.

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to **humanresources@ozarks.edu**

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern regional comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent fundraising campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.