

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 lead a student engagement program which honors diversity and inclusion that celebrates the engagement of all Ozarks' students. This position will collaborate with faculty and staff to create co-curricular learning experiences and service opportunities.

RESPONSIBILITIES

- Lead and cultivate a vibrant student activity and engagement program through collaboration with faculty, staff, and students that positively contributes to student success, retention, and to the University's mission
- Ensure an emphasis on diversity, access, and inclusion of all students are 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 to lead and engage peer mentors in their work to facilitate new student development, campus involvement, and retention
- Serve as the chair and budget manager of the Student Enrichment Fund Committee, which seeks to support student experiences domestically and abroad through endowed funds
- Serve as co-chair of the Walton Arts and Ideas Series (WAIS) committee
- 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
- Serve as a member of the Ozarks iCare Team to provide assistance and follow up on students in need of additional support

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 to further the work of creating a just and inclusive community
- 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
- Proficient in the use of technology, software (Microsoft Office Suite and NetSuite), the internet and web-based forms
- 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 personnel, higher education administration or a related field
- Three (3) to five (5) years of relevant, progressive experience in student activities, international programs and/or new student orientation required.

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 Rosa Torres, Director of Human Resources at humanresources@ozarks.edu

Applications received by Friday, April 26, 2024, will be assured of full consideration.

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.