



Bluefield State College

Job Vacancy Announcement

Assistant Director of Student Activities (Search Extended)

POSITION TITLE: Assistant Director of Student Activities

JVA#: 2021-13

DEPARTMENT: Dean of Students

POSITION SUMMARY: The **Assistant Director of Student Activities** provides leadership and administrative support of programs and services associated with the Office of Student Life and the Othello Harris-Jefferson Student Center. The Assistant Director is tasked with providing leadership for an exemplary student activities program to promote student learning, engagement, and student success. Together with professional and undergraduate staff, this position guides the numerous aspects of strategic initiatives, assessment, and key partnerships in service to the mission of the department and division. This position reports to the Director of Student Activities and services in a key leadership role within the Office of Student Life.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Coordinate, plan and organize the campus student activities program with the Director of Student Activities that promotes student learning, engagement, and student success. Provide direction and oversight for the administration of program functions.
- Oversee, implement, and coordinate the Intramural/recreational sports, outdoor adventure, and Wellness Program for students.
- Provide day to day guidance and support for recognized student organizations and the development and recognition process for encouraging and establishing new student involvement opportunities for the college community.
- Serve as an advisor to the Fraternity and Sorority Life program providing guidance and leadership to the members and other organizations as instructed.
- Work with the Director to develop training programs and workshops to support recognized student organization officers, leaders, and advisors.
- Cultivate and develop the Student Leadership program, support student publications, and coordinate the campus activities calendar.

- Assist with and provide support for cultural activities, lectures, art exhibits, guest scholars, multi-cultural/international speakers, etc.
- Support the Director in the management of the Student Life Homecoming activities, the annual student awards program, and support school spirit and college affinity student organizations and efforts.
- Attend or conduct staff and other meetings to exchange information; serve as a liaison for areas of responsibility with other individuals, groups, and organizations both internal and external to the college community.
- Oversee student travel, student club funding, student communication, and student outreach for the residential and commuter student population.
- Work with Public Safety, Athletics, Student Conduct, Housing & Residence Life, Alumni Relations, and other departments as required.
- Undertakes other duties as assigned by the Dean of Students.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's Degree required. Advanced skills in Microsoft Office Suite. Excellent organizational, interpersonal and customer service skills. Excellent customer service skills. Excellent written and oral skills. Preference will be given to applications with prior student life experience, and to those applications who possess a working knowledge of Student Activities, Fraternity and Sorority Life, Residence Life, Intramural Programs, and Student Club & Organization advisement.

PREFERRED QUALIFICATIONS: Master's Degree in a related field preferred with experience in a College or University setting.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

DATE POSTED: August 26, 2021

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Friday, October 15, 2021. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.