

## POSITION ANNOUNCEMENT

Job Title: **Director of Campus Life**  
Department: Student Affairs  
Reports To: Assistant Vice President, Dean of Students and 504 Coordinator

### SUMMARY

This position is responsible for providing the vision for and administration of programs and partnerships across the University to increase student engagement. Plans, organizes, implements, and evaluates services and programs that foster development and learning of students outside the classroom. Offers resources, activities, and services that enrich students' lives and prepare students for active involvement in leadership roles in the community.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates, implements, and assesses programming that promotes the social, cultural, educational, and spiritual growth of students based on assessment of student interests and needs for co-curricular activities through for a diverse range of campus constituencies.
2. Manages multiple university budgets including Student Life, Transitions Center, Cruzet Mascot, and Student Senate.
3. Collaborates with and supports initiatives of all offices within the Student Affairs division to maximize learning opportunities and engage students in mission-infused experiences.
4. Establishes and maintains partnerships with units across the University to foster engagement and development of various student populations including but not limited to traditional, post-traditional, international, residential, commuter, and veterans.
5. Coordinates comprehensive leadership training and development initiatives for students.
6. Provides guidance and support to registered student organizations including assisting students in designing new organizations and preparing applications/constitutions, directing club efforts, and assisting with event planning and oversight.
7. Collects, utilizes, analyzes, and maintains data related to student engagement through a variety of tools.
8. Engage students in programming through coordinating effective communications via multiple technology platforms.
9. Advises Student Senate including strategic planning and guidance for executive officials, attendance at Senate meetings and sponsored initiatives, and manages funding requests.
10. Oversees all aspects of the University Mascot (Cruzet) including promotions, events, staffing, logistics, and equipment.
11. Provides direct supervision to the Campus Life Coordinator (in conjunction with the Director of Residence Life), the Coordinator for International Students, and Study Abroad, Departmental Graduate Assistants and student employees.
12. Partners with various units to plan and implement university events such as welcome week, convocation, Mission and Heritage Week, homecoming, MLK Jr. Week of Service, commencement.
13. Responsible for program planning, assessment and risk management. Develops and maintains up-to-date policies, processes, and procedures for delivering quality services for students.
14. Manages department website and internal portal to ensure timely and current communication of information.
15. Develops and delivers communications and presentations to promote services and student engagement opportunities at events such as admitted student days, open houses, new student orientation programs, residential student meetings, faculty and departmental meetings, and more for students and family members.
16. Manages the department budget. Collects performance data and creates reports.
17. Serves on university committees to represent the office and promote student success.
18. Other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, training, and mentoring; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. 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. Travel may be required, evening and weekend hours expected.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in Education, Sociology, or related fields required. Master's degree in Higher Education Administration, Student Affairs, or related field strongly preferred. Two to five years' experience working with college students required. Excellent planning, organizational, office, and interpersonal skills. Must possess the ability to communicate and work with a temperamentally, culturally, and ethnically diverse student population. Stays current with innovative ways to communicate with students and assess effectiveness. Ability to meet deadlines in a fast-paced environment while handling distractions and interruptions. Working knowledge of Microsoft Office.

**TO APPLY:**

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

**External candidates:**

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.