Position: Assistant Director, Student Engagement and Leadership   EEO# SA 4-15

Responsibilities:
- All aspects of event management for UPC sponsored activities.
- Handling artists’ contracts and purchasing processes for events produced by UPC.
- Developing and monitoring budgets for UPC committees.
- Advise two or more of the committees currently in UPC (Committees include Traditions, Spirit, Events, Culture, and Marketing).
- Recruit, select, and train student leaders in the various committees and the UPC Exec.
- Coordinate and maintain standards of excellence for programs including setting and evaluating learning outcomes.
- Provide direction for the planning and promotion of program activities offering a variety of learning outcomes including but not limited to cognitive development, critical thinking, leadership, civic duty and engagement, service, interpersonal development, and engagement with UL and other students.
- Supervise events on some evenings and weekends.
- Meet weekly with committee chairs, UPC exec, and Student Engagement & Leadership staff.
- Assure that the program adheres to all university policies, processes, and guidelines.
- Foster the development of student leaders.
- Stay in tune with “best practices” in the profession of student activities advising.
- Establish and maintain positive relationships with other departments, faculty, and staff on campus.
- Seek creative partnerships for providing excellent programming resources to students.
- Function as a member of the Student Engagement and Leadership team, supporting all aspects of promoting student involvement.
- Serve on university committees as needed.
- Other duties as assigned.

Qualifications:
- Bachelor’s degree is required; Master’s degree is desirable.
- The ability to relate well to student groups.
- Core competencies include, but are not limited to, communication, fiscal management, intercultural proficiency, planning, and student learning.
- Demonstrated success in collaborating with other departments.
- A commitment to the educational goals of program activities.
- An understanding of and the ability to apply student development and learning outcomes theories.
• An awareness of and commitment to the educational and cultural benefits of multiculturalism.
• Demonstrated success and ability in advising student groups.
• Willingness to work evenings and weekends and travel with student leaders to regional and national programming conferences.
• Successful leadership experience in student activities as an undergraduate.
• Experience in working with and advising student groups/organizations.
• Proven ability to establish and maintain positive professional and mentoring relationships with college students.
• Strong communications skills both verbal and written.

Administrative Unit

The Office of Student Engagement and Leadership exists to enhance the college experience by providing welcoming, intellectual and social opportunities that engage students in the life of the university. We do this by offering co-curricular opportunities that facilitate student development, self-governance, leadership, understanding, and citizenship in the community. The functional areas of this department, within the Division of Student Affairs, include student organizations, fraternities and sororities, the University Program Council, leadership programming, and university spirit squads.

This particular position reports to the Director of Student Engagement and Leadership and is one of two Assistant Directors who will oversee all student programming produced by the University Program Council (UPC). The Assistant Director will work closely with other staff advisors to direct and coordinate the total program that serves the educational, social, cultural, and recreational interests of the college or university and provides students with opportunities to develop leadership and programming skills.

Salary: Dependent on qualifications and experience.

Starting Date: flexible but not later than June 1, 2016

Applications: Review of applications will begin Feb. 12, 2016 and may continue until the position is filled. Applicants should send a cover letter, résumé, and the names and contact information of three references to:

Ms. Heidie Lindsey, Director
Student Engagement & Leadership
University of Louisiana at Lafayette
P. O. Box 43970
Lafayette, LA  70504