

**Santa Clara University
Center for Student Leadership
Position Description**

I. GENERAL INFORMATION

Position Title: Assistant Director
Department: Center for Student Leadership
Reports to: Director, Center for Student Leadership

Background: The Center for Student Leadership is dedicated to providing high quality leadership education through formal training and experiential opportunities in an integrated academic environment. The Center educates for leadership in the Jesuit tradition and promotes partnerships with faculty, students, staff, alumni, and the greater Santa Clara community. The Assistant Director will function as a scholar-practitioner, providing programs and services that embrace the values of social justice, citizenship, ethical decision making, service to others, and diversity.

Basic Function: The Assistant Director must demonstrate a comprehensive understanding of psychosocial, cognitive-structural and typological theories of development and their relevance to the college environment in general and, more specifically, at Santa Clara University. The Assistant Director must also demonstrate a comprehensive understanding of counseling and interpersonal skills and their relevance to the college environment in general and, more specifically, at Santa Clara University. As a scholar-practitioner, the Assistant Director must apply developmental theory and counseling skills on a daily basis to all areas of responsibilities. It is expected that the Assistant Director maintain a cutting edge knowledge of best practices in student development theory, college administration, and leadership development.

The Assistant Director is responsible for supporting the structure, direction, services and programs of the Center for Student Leadership. This responsibility includes assisting in the development, implementation, and evaluation of a comprehensive leadership development program, including coordinating leadership education efforts and assistance in the development of policies and procedures. The Assistant Director will have the authority to make and implement decisions that effect student activities, program content, and curriculum.

Direct Supervisory Responsibility:

- Leadership Development Assistants (4/5)
- External Consultants, Facilitators and Trainers

II. PRINCIPAL DUTIES AND RESPONSIBILITIES

A. Leadership Program

- Assist with the design and implementation of the Center's leadership development curriculum.
- Develop, support and/or conduct assessments and evaluations of existing leadership development offerings and develop new programs as needed.
- Initiate and coordinate instructional opportunities for Center staff, as appropriate.
- Coordinate program sessions including presenters, facilities, and evaluations.
- Design and market leadership development programs to encourage participation.
- Work with administrative and program staff and supervise as appropriate.
- Coordinate cross-departmental recruitment, application and tracking of peer educator/leadership positions.

B. Advisement

- Assist in the development and implementation of a student organization advising philosophy.
- Advise specific student organizations.

- Counsel student organizations on the planning, presentation, and evaluation of programs/services.
- Counsel student organizations on organizational management issues (conflict resolution, budget management, staffing, etc.)

C. Policy and Procedure Development, Interpretation, and Implementation

- Provide advice, consultation, and support for department-wide policy, planning, and responses to issues and trends.
- Interpret University and departmental policies related to student life, (e.g. Posting Policy, Speakers Policy, Rechartering, etc.)
- Initiate, coordinate, and implement, and evaluate policies and/or practices of the Center which are effective, efficient and conducive to the personal, social, physical, spiritual, and cultural development and general welfare of students.
- Advise, and in some instances, act for the supervisor in matters relating to students and/or the Center.

D. Planning

- Create a vision for the planning and implementation of department programs and services.
- Develop and implement departmental strategic planning consistent with and complimentary to that of the University.
- Facilitate the integration of Center for Student Leadership programs and services across the University.

E. Budget Management

- Prepare and monitor leadership program budgets.
- Review and monitor student organization budgets.

F. Additional Responsibilities

- Act as a liaison with other departments within the University and related outside groups as appropriate to areas of responsibility.
- Promote and encourage department collaboration between the Center and other University departments and offices.
- Confer with, counsel, and advise students, faculty, staff, and parents regarding programs, services, and activities offered in the Center.
- Serve on University committees as assigned.

III. MINIMUM QUALIFICATIONS

- Master's degree in student affairs, college student personnel or related field require and 3-5 years of progressively responsible work in an academic setting.
- Demonstrated organizational and communication skills.
- Demonstrated ability to manage multiple tasks and exercise sound judgement.
- Demonstrated ability to cultivate collaborative relationships with internal and external constituencies.
- Commitment to customer service, both internal and external to the department.
- Understanding and support of the Jesuit tradition of education and a commitment to the fundamental values of service to others, community and diversity.