

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES FOR PROGRAMMING

The Creighton University Student Activities Office is searching for a team member who is committed to the Catholic, Jesuit mission of educating the whole person. . . mind, body, and spirit. We are looking for a professional staff member who will share his/her gifts to impact the development of students involved in programming and student organizations. This person will serve as a living example of our mission, which states:

As educators, the Student Activities staff shares our gifts and talents to foster student growth and development. We intentionally create learning opportunities that teach and challenge students to develop, understand, and reflect upon their values, leadership skills and goals.

We expect that students and staff will:

- Seek excellence from themselves and others;
- Seek and model balanced integration of academic, social, recreational, and spiritual involvement;
- Respect and celebrate the commonalities and uniqueness of all;
- Impact social change through education, reflection and service that is for and with others;
- Share their gifts with our communities for the greater glory of God.

This position will reflect the office mission through the following primary responsibilities:

ADVISE THE CREIGHTON STUDENTS UNION (CSU) PROGRAM BOARD

- Train and advise Creighton Students Union Program Board which is responsible for coordinating programs and activities for the campus community. These include Fallapalooza (fall concert), Homecoming Week, Jay Jam carnival, Dinner Theater, Wednesdays After Class, Weekend Programming, Spring Fling, Senior Week, Creighton in Common (Diversity Programming), as well as smaller scale events (comedians, lectures, concerts, etc.).
- Ensure appropriate supervision at all Program Board events and attend major events.
- Serve as consultant in contract negotiation for Program Board.
- Administer an approximate annual budget of \$200,000 budget.

SUPERVISE CAMPUS WIDE PROGRAMMING

- Select and advise the Summer Programming, Family Weekend and Graduation Brunch student interns.
- Oversee all programs for summer session students and other summer guests.
- Supervise Family Weekend programming.
- Manage Graduation Brunch for graduates and their families.
- Administer each individual budget for program implementation.

OTHER DUTIES

- Coordinate office marketing.
- Advise additional student interns, as designated.
- Collaborate with other campus departments regarding programming.
- Participate on committees as assigned.

QUALIFICATIONS

- Master's degree in student affairs or related field is required.
- One to two years of experience in student activities or related area is required. Evening and weekend hours are expected.
- Must be committed to the Catholic, Jesuit mission of educating the whole person.
- Excellent oral and written communication skills and the ability to work well with diverse groups.
- Background and familiarity with programming philosophy of National Association of Campus Activities and/or the Association of College Unions-International desirable.
- Experience with contract negotiations preferred.

Compensation: mid \$30,000's