

Saint Joseph's University  
Assistant Director of Campus Programs

The Assistant Director of Campus Programs (ADCP) works collaboratively with members of the University community to establish a vibrant campus life where students can excel academically, spiritually and personally. The ADCP oversees implementation of student-led campus events and provides training for student leaders, advisors and members of student organizations related to community development.

Responsibilities: Serve as advisor to the Student Union Board (SUB) and the Concert Committee along with implementing programs that complement the universities mission and engage diverse members of the campus community. Act as a resource for students starting new organizations and provide opportunities for faculty, staff and students to interact outside of the classroom. Review contracts for performers, guest speakers and vendors for approval by the Vice President. Assist with the coordination of Welcome Back Week, Family Weekend, Orientation, and the Graduation Gala. Additional responsibilities include serving on University committees, preparing reports, ensuring that students and staff abide by University policies, and being attentive to risk management issues.

Qualifications: Master's degree in College Student Personnel, Higher Education or related area required along with availability on nights and weekends to attend campus events. Prior experience working with student organizations, enthusiasm for working with college students and an understanding of the needs of today's students.

For a complete job description and to apply online search postings at <https://jobs.sju.edu/>

Saint Joseph's University is a private, Catholic and Jesuit institution and expects members of its community to be knowledgeable about its mission and to make a positive contribution to that mission.

AA/EOE M/F/D/V