

## **Assistant Director, Student Programming**

The Assistant Director for Student Programming leads a team of professionals within the Student Activities Office (SAO) responsible for the active advising and support of student-run, staff supported events, as well as the planning of a substantial, year round late night and weekend programming series, in support of the student development model which recognizes social programming as a vital component in student success, healthy socializing and community on campus. The Assistant Director supervises two full-time Program Coordinators for Student Programming, who together make up the Student Programming team responsible for the coordination of 60+ programming events throughout the year, including concerts, comedians, bus trips, game watches, etc., held in various indoor and outdoor venues. The Assistant Director provides direction and assistance to major University recognized student programming organizations, including the Student Union Board and class councils, and is a resource for student leaders of University recognized clubs and organizations in developing and executing programs for various audiences throughout the University.

This role reports to the Associate Director, Student Programming and Involvement, and is a full-time, 12-month position with a significant amount of late night and weekend programming responsibilities throughout the academic year, as well as some limited evening and weekend responsibilities throughout the summer.

### **Essential Duties and Responsibilities:**

- Leads Student Programming Team, comprised of two (2) full-time staff members, to plan and execute 60+ programming events for SAO throughout the year, with a heavy emphasis on first three weeks of each semester, home football weekends, and large University events such as Welcome Weekend, Junior Parents' Weekend and Senior Week; Develops and oversees assessment of goals and student learning outcomes for SAO programs.
- Serves as primary advisor for the Student Union Board and Executive Programming Board; Attends weekly leadership and organization meetings and SUB events; Helps with understanding of and compliance with University policy; Assists students with oversight of budgets and approves expenditures; Ensures compliance with and adherence to university risk management policies; Support Program Coordinators in their advisement of other major University recognized student programming organizations, such as class councils, including execution of significant events such as Junior Parents' Weekend and Senior Week.
- Provides trainings for student leaders of University recognized clubs and organizations regarding effective programming practices; Serves as part of SAO team at large, providing training and leadership development for students; Holds regular, published office hours for students with questions or concerns about programs to drop in for resources and support, and is seen as an approachable resource for students.
- Serves as Activities Liaison for significant number of University recognized clubs, ensuring successful program compliance with University policy; Assists University recognized student clubs and organizations with development and facilitation of large scale events; Holds regular published office hours for students with questions or concerns about programs to drop in for resources and support, and is seen as an approachable resource for students; Serves as resource on contract matters and liability/risk avoidance.

- Provides on-site supervision of designated events as Event Manager to oversee use, admission receipts, compliance with policies, hospitality for performer(s) and to assist in problem resolution in any of the SAO centers and venues; Supports various administrative responsibilities of the main office and other parts of the 20+ person SAO staff team as necessary.
- Participates as an integral member of a large, multifaceted Student Development team interacting daily with colleagues in the Office of Community Standards, RecSports, University Bands, Family Resource Center, and student media groups.

Minimum Qualifications:

- Candidates must possess a master's degree, preferably in college student personnel, counseling, higher education or a related area.
- The successful candidate will have a minimum of three years of full-time experience with student group advising, large scale event planning and departmental administrative responsibilities.
- Qualifications include advanced understanding of personal computers (including desktop publishing and Google suite), strong organizational skills and the knowledge of and desire to develop cutting edge leadership and social programs.
- Additional qualifications include exceptional communication and interpersonal skills necessary to deal effectively with a diverse group that includes students, staff, faculty and the public.
- The successful candidate will also possess a commitment to the University's Catholic, Holy Cross mission.

**Link to apply: <https://jobs.nd.edu/postings/37132>**  
**Applications close Sunday, March 23rd**  
**Questions? Email Arianne St. Aubin at [ajudy@nd.edu](mailto:ajudy@nd.edu)**