

Class Code:.....0235  
Position#:(PSA).....  
Developed by:.....SG  
Reviewed by:.....  
Approved by:.....  
Date:.....11/96; 05/06

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Assistant Director, Student Leadership Development  
**DIVISION:** Student Affairs  
**REPORTS TO:** Director, Memorial Union  
**GRADE:** 13  
**SUPERVISES:** Professional, Clerical, Technical staff

**BASIC FUNCTION:**

Oversee and administer the University's Center for Student Leadership Development which includes overseeing all aspects of the student leadership program, including the budget, staff, and all programs and services, as well as administering the minor in Leadership Studies and teaching classes in that minor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, coordinate and oversee the services, programs and courses under the Center for Student Leadership Development.

Supervise professional staff, graduate assistants, and all other student interns and staff in the leadership program.

Manage and devise budget for the Center for Student Leadership Development and all related leadership programs, including any grant monies secured for the program. Explore and attempt to secure grants which will help expand and support the University's leadership program.

Coordinate all publicity and publications within the leadership area.

Advise and assist in the leadership training of student organizations. Facilitate and present leadership workshops for the campus community as well.

**Assistant Director, Student Leadership Development (PSA 0235)**  
**Page 2 of 3**

Advise student organizations in a manner which promotes advocacy for student issues. Respond to student needs and requests for support with services, programs, and advocacy which addresses those needs.

Serve as an outdoor adventure learning/outdoor leadership development specialist for the campus community by facilitating challenge (ropes) courses and conducting workshops, retreats, and training programs.

Administer the minor in Leadership Studies. Serve as a liaison between the staff involved in the minor and the HDF department. Maintain all student records. Advise students enrolled in the minor. Develop curricula for leadership for-credit classes; assure that classes are based on learning outcomes and that experiential learning is utilized in all curricula.

Serve as resource and consultant in areas of leadership/management for the University community. Provide programmatic and staff support for University and departmental programs. Create partnerships with departments in Academic and Student Affairs in the development and/or implementation of programs and services in Leadership development initiatives.

Act as a liaison between the Alton Jones services/campus and other retreat sites and University constituencies.

Serve in leadership related and higher education professional organizations. Represent the University at conferences through workshop presentations and participation in leadership-oriented areas.

**OTHER DUTIES AND RESPONSIBILITIES:**

Conduct assessment, program evaluation and research in the area of leadership issues (programs, classes, and services) to measure learning outcomes in leadership development. Maintain relevant data regarding student needs in leadership development issues.

Create formal evaluation systems to measure feedback from participants regarding leadership development endeavors and use this data to improve programs and services.

Represent the department at management meetings and throughout the University. Serve on University-wide committees.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.



**QUALIFICATIONS:**

Required: Master's degree in college student personnel, higher education, counseling, or closely related field. A minimum four years of full-time professional experience in higher education/student affairs or leadership development in a position with a strong emphasis in leadership program development and training. Significant experience working as an individual and on teams, in planning and implementing leadership workshops, retreats, events and programs. Demonstrated significant experience working with demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, culture, gender, ability, sexual orientation). Minimum of two years' supervisory experience; experience advising student organizations; experience in classroom teaching; demonstrated short-long term planning experience and skills; demonstrate a high level of organizational skills and attention to detail. Must possess strong interpersonal skills, excellent written and verbal communication skills. Preferred: Training and experience as a challenge (ropes) course facilitator/experience in outdoor adventure or outdoor leadership programs; leadership for-credit class curriculum development and teaching experience; leadership consulting experience; experience supervising professional staff; experience in writing and assessing learning outcomes, as well as leadership research and program evaluation; involvement in professional organizations closely related to collegiate student leadership development; academic advising experience; grant writing experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.