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**UNIVERSITY OF RHODE
ISLAND
Position Description**

TITLE: Assistant Director, Center for Student Leadership and
Development

DIVISION: Student Affairs (Memorial Union)

REPORTS TO: Director, Center for Student Leadership Development

GRADE: 12

SUPERVISES: Professional, Clerical, Technical staff

BASIC FUNCTION:

Assist in fulfilling the educational mission and goals of the Center for Student Leadership Development. Coordinate programs and advise student organizations with regard to leadership issues and all aspects of co-curricular involvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In the area of Leadership and Advocacy Functions: Assist in all aspects of implementing the Center's leadership programs and services, and related Justice, Equity, Diversity, and Inclusion (JEDI) initiatives.

Support work of the Division of Student Affairs by developing and implementing/facilitating experiential learning programs and strategies addressing leadership development and JEDI issues for students and campus stakeholders.

Develop, implement, and evaluate identity-based and justice-oriented leadership development programs and services.

Collaborate with campus partners including the Office of Community, Equity and Diversity, Multicultural Students Services Center, Women's Center, Gender and Sexuality Center, and student organizations, to address specialized leadership education and development opportunities.

Serve in leadership related and higher education professional organizations. Represent the Division at conferences through workshop presentations and participation in leadership-oriented areas in the absence of the Director, Center for Student Leadership Development.

Conduct assessment and research to explore the needs of students in regard to leadership and the effects of leadership experiences on students' development, as well as organizational effectiveness.

In the area of Curricular Functions: Develop and assess curricula for leadership for-credit classes.

Advise students enrolled in the leadership studies minor. Maintain academic records and evaluate graduation audits.

Assist in creating an atmosphere for personal and academic growth for the student population.

Serve on the Leadership Advisory Committee.

In the area of Administrative and Communications Functions: Serve as a resource and consultant for the campus community in regard to leadership development.

Work to create partnerships that bring departments into the development of programs and services that address leadership issues.

Develop and manage marketing and publications for the Center, including managing department website(s), social media accounts, and electronic and print publications.

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

Serve on departmental, Student Affairs, and University-wide committees.

OTHER DUTIES AND RESPONSIBILITIES:

Encourage and assist students in getting involved in campus life and offer support services.

Respond to student needs and requests for support by providing programs, services, and advocacy for student issues.

Create and support interventions that promote service learning and student community service opportunities.

Perform additional duties as requested.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; ropes course equipment.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in higher education, counseling, college student personnel or related field; Minimum three years of professional experience in college student affairs/higher education (may include relevant graduate degree work); Demonstrated experience in leadership development or related field and leadership development and training, including facilitation and program development; Demonstrated experience working with demographically diverse and traditionally underrepresented and oppressed groups (i.e., race, culture, gender, and sexual orientation); Demonstrated strong interpersonal and verbal communication skills; and, Demonstrated proficiency in written communication skills.

PREFERRED: Demonstrated classroom teaching experience or teaching assistance in a leadership area; Demonstrated ropes course facilitation experience and technical skill and ropes training and/or outdoor education experience; and, Demonstrated marketing or fundraising experience.

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