

Assistant Director of Student Life & Programming
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=248638>

Downloaded On: Nov. 14, 2024 9:13pm

Posted Nov. 11, 2024, set to expire Dec. 1, 2024

Job Title Assistant Director of Student Life & Programming
Department Dean of Student
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Nov. 11, 2024

Application Deadline 12/01/2024

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Executive

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Job Description

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Assistant Director of Student Life & Programming

Category: Professional

Department: Dean of Student

Locations: Worcester, MA

Posted:

Closes: 12/1/2024

Type:

Position ID: 182869

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General Statement

The Assistant Director of Student Life and Programming is an on-campus forward facing position that is responsible for the creation of a comprehensive and diverse calendar of social programs and events for students, the oversight of all student organizations, and the management of the Student ID System. As well as assisting the Director with developing, implementing, and accessing campus-wide student engagement initiatives, including but not limited to New Student Orientation, Leadership Development, and Student Recognition Programs.

Supervision Received

The Assistant Director of Student Life and Programming reports to the Director of Student Life and Leadership.

Supervision Exercised

The Assistant Director of Student Life and Programming will exercise direct supervision over student staff and assist with the supervision of part-time and full-time professional staff.

Duties and Responsibilities

The Assistant Director of Student Life and Leadership is responsible for:

- Creating and implementing a robust calendar of social programs and events that meet the needs of the current student population, including welcome activities, passive programs, social engagement events, and trips/tickets.
- Chairing the monthly campus-wide programming committee to assist in orchestrating a comprehensive and cohesive student programming experience.
- Supporting, guiding, and collaborating with various departments and areas at the college in relation to student programming.
- Overseeing all student organizations, including the creation of new organizations, hosting semesterly trainings, reviewing policies and procedures, supporting programming initiatives, and managing expenditures and budgets.
- Managing the Student ID system, including updating procedures, purchasing materials, conducting trainings, and overseeing the Student ID and enrollment sticker distribution.
- Supervising the Federal Work Study student staff, including training and managing day-to-day tasks.
- Overseeing the marketing and promotion of Student Life social events on all effective student

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promotional platforms.

- Assisting with the daily operation and maintenance of the Fuller Student Center and the QCC Center Student Life spaces.
- Assisting with the supervision of the part-time and full-time professional staff.
- Assisting with the multi-campus orientation programs for all incoming students and the selection and training, and supervision of the Orientation Student Leaders.
- Assist with the Office's responsibilities for the Commencement Ceremony and the planning that leads up to the event.
- Assisting the Director with the development, implementation, and assessment of campus-wide student engagement initiatives.
- Ability to exercise sound independent judgment and ability to coordinate office in absence of immediate supervisor or in response to emergencies situations.
- Providing flexible, responsive, and high-quality service to all, be they students, community, or staff and continuously assessing processes and procedure and revising accordingly.
- Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all races, genders, abilities, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Working actively with other areas of the College to ensure a spirit of college-wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Actively supporting the teaching and learning process; practicing honesty and integrity in and outside the classroom, striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Performing other duties as assigned.

Job Requirements:

Minimum Qualifications

- Master's Degree in Higher Education, Student Development, or related field.
- Two to Four years (2-4) experience in education, student development, or related field.
- Experience in planning and implementing social programs and/or initiatives.
- Experience managing various groups and/or organizations.
- Experience supervising student staff.
- Exceptional Organizational skills

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Preferred Qualifications

- Experience running a multi-modality student orientation program.
- Experience supervising professional staff.
- Community College experience.
- Excellent computer, oral and written communication skills.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information



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(CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=182869>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Dean of Student
Quinsigamond Community College

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