



WEST VIRGINIA STATE UNIVERSITY

Director of Student Life and Engagement Division of Student Affairs

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

West Virginia State University is looking for student-centered candidates for the position of Director of Student Life and Engagement. This is an at-will FLSA status exempt benefits eligible position.

Position Description

The Director of Student Life and Engagement is an essential member of the Division of Student Affairs leadership team and will provide visionary leadership for student life and engagement while developing key strategic partnerships across campus in order to create an environment where all students feel welcomed, inspired, and encouraged. The Director will also oversee functional areas such as; Student Leadership and Character Development, Welcome Week, Civic Engagement, Student Activities, Diversity and Inclusion, Campus Organizations and Greek Life, and will be a champion for building on traditions of school pride and spirit.

The Director is responsible for programming based on a regularly scheduled assessment of students' needs, providing a well-balanced and varied co-curricular program for the entire campus. The Director will assist with creating, planning, promoting, and sponsoring events for the entire campus. The Director, in coordination with others, will oversee planning and

implementation of a comprehensive student life program, including weekend and summer programs. The Director will also serve as Advisor to the Student Government Association.

The Director, reporting to the Vice President for Student Affairs, is a twelve-month position and provides leadership for the overall direction of the Students Life and Engagement, including strategic planning, oversight of an operating budget, student programs and services, and an on-going evaluation and assessment to ensure responsible and consistent allocation of resources to enhance the overall student experience and quality of student life. The Director serves on appropriate campus, university-wide, local, regional or national committees; supports the adherence to and the accomplishment of campus and department values, vision, mission statements, and strategic plans; and perform other duties as assigned by the Vice President for Student Affairs. The Director will represent student interests on diverse ad hoc policy committees and special campus projects and initiatives.

Responsibilities:

Supervises University Union operations and Student Life and Engagement personnel. Establishes the overall standards of performance through selection of administrative personnel, budgetary controls, and overall thrust and direction of programs and services. Serve as primary communication link between Student Life and Engagement and other campus departments and the community.

Provide leadership, supervision, and support the Student Life and Engagement initiatives including: Civic Engagement, Student Activities, Student Organizations, Greek Life, Intramural and Club Sports, and Welcome Week. Manage the budgets of all offices within the Department of Student Life and Engagement. Maintain a visible presence at events, activities, and programs.

Design and implement a Strategic Assessment Plan for the Department of Student Life and Engagement to evaluate the effectiveness of programs and services offered.

Serve as the Campus Advisor to the Student Government Association and Liaison to additional Campus Organizations.

Serve on various committees, work groups, and task forces at the university, in the community and with regional, state, and national partners; serve as a resource/consultant to departments, organizations, and individuals at the university and outside the university in the development of programs and policies that affect the academic and personal success of students. Supervise the coordination, preparation, and submission of reports requested or required by local, state, and national agencies.

Performs other duties as assigned by the Vice President for Student Affairs.

Requirements for the Director of Student Life and Engagement

The position requires a master's degree in college student affairs, higher education, or related discipline and 3 to 5 years of experience. The incumbent will have working knowledge of student development theory and will be a highly collaborative service-oriented professional with a demonstrated ability to develop relationships with a wide variety of people and organizations. Excellent communication, interpersonal, organizational, planning, leadership, and team building skills are essential. A proven ability to cultivate an inclusive environment that supports diversity and a positive work environment is required. The incumbent will be required to work some evenings and weekends based on campus events and institutional needs.

Salary Statement

\$55,000.00 - \$62,000.00 commensurate with experience

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by October 20, 2021. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.