POSITION: Assistant Director-I, Student Life Services

DEPARTMENT: Office of Student Life

SUPERVISOR: Director of Student Life

SUMMARY:
The Assistant Director I of Student Life Services is the coordinator for Crusader Days Orientation. This position will lead Student Life programming initiatives and assist with Alumni Family Weekend. The Assistant Director I of Student Life Services also provides auxiliary services to the Office of Student Life and serve as a student advocate. Occasional evening, nights, weekends, and non-traditional hours are required.

RESPONSIBILITIES:
- Assist in hiring and training of Orientation Leaders.
- Create Orientation Schedule and Guidebook.
- Organize Parent and Family Orientation.
- Coordinate Spring Transfer Orientation.
- Link students with appropriate University and community resources.
- Collaborate with faculty and staff to assist with addressing student concerns.
- Serve as a centralized source of information and referrals for students, family members, faculty, and staff.
- Assist with the Alumni Parent Weekend.
- Manage the Parent and Family Assistant.
- Oversee the general activities of the student yearbook staff.
- Work with publishing company and professional photographers.
- Oversee the yearbook budget.
- Assist with the First Year Program.
- Assist with Student Life initiatives and special programming.
- Manage the Student Handbook.
- Perform additional duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
- A Bachelor’s degree from an accredited university and a minimum of three years’ experience in higher education, preferably in Student Life.
- Ability to communicate effectively, both orally and in writing.
- High level of planning complexity and problem solving.
- Possess an understanding of the commitments to the value and objectives of catholic liberal education.
- Strong project management and budgeting skills.
- Ability to work independently with only general oversight from the Director of Student Life.
- Qualified candidates will have experience overseeing college students.
- Must be able to become CPR certified and attend sexual assault and alcohol awareness training.
- Preferred computer skills include: Microsoft Office, Google Docs, OrgSync, basic website management, form and survey creation. Optional: Adobe Creative Suite.

**COMPENSATION:** This is a full-time, exempt position with an annual salary and limited meal plan. Benefits include eligibility to participate in medical, dental, life & disability insurance; paid vacation, holiday and sick leave; tuition waiver benefit; and cafeteria and retirement plan contributions as described in the employee handbook.

**EMPLOYMENT ELIGIBILITY:** All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

**APPLICATION PROCEDURES:** All applications should be submitted online. Inquiries regarding a posting can be made via fax, email or in person at:

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062

Fax: (972) 721-4095
E-mail: hr@udallas.edu

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