

# UNIVERSITY OF DALLAS

Job Number: 12599UD

Student Activities Assistant

Date Posted: August 8, 2022

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, rich traditions, and exceptional employee benefits.

## SUMMARY

UD is currently seeking a Student Activities Assistant to provide support for Student Clubs & Organizations and assists with administrative duties in Student Activities. Additionally, the Student Activities Assistant will aid the Director of Student Activities in the supervision of nighttime activities.

## PRIMARY RESPONSIBILITIES

- **Clubs & Organization**
  - Attend and oversee various club programs and initiatives.
  - Responsible for updating the Clubs and Organization Handbook under the supervision of the Director of Student Activities.
  - Facilitate a positive relationship with student club leaders through attending meetings, initiatives, and training with the Director of Student Activities.
- **Administration**
  - Supervise the Haggar Advertising resources, forms, and student work-study employees.
  - Assist in reports that analyze data and summarize major events/programs.
  - Aid coordination of student participation in major University initiatives such as Commencement, Orientation, and other programs as they arise.
- **General Responsibilities**
  - Build positive rapport with students, staff, and faculty by maintaining availability, visibility, and a genuine, concerned attitude.
  - Assist the Director of Student Activities with basic administrative duties.
  - Supervise various nighttime student programs over the course of the year.
  - Other duties as assigned to ensure the efficient and effective operation of the Office of Student Affairs.

## MINIMUM REQUIREMENTS

- High School graduate with some college and previous administrative assistant experience.
- Proficiency required in typing and word processing (MAC/Apple and Microsoft Word) and design software including In Design, Photoshop and Illustrator.
- Proficiency required in accounting/bookkeeping.

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## PREFERRED QUALIFICATIONS

- Some college work preferred.
- Office administration experience strongly desired.

## ADDITIONAL INFORMATION

- Ability to communicate effectively and grammatically, both orally and in writing.
- May supervise student workers.
- **This position requires the individual to live on campus to successfully fulfill the requirements of the job.**

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefit for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**