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.
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.