UNIVERSITY OF DALLAS

Student Activities Assistant

Date Posted: June 1, 2023

Job Number: 13458UD

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the Mission.

SUMMARY

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

- Bachelor’s Degree required.
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- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Experience with Google Suite.

PREFERRED QUALIFICATIONS

- Previous higher education student affairs experience and a strong understanding of co-curricular student activities are strongly preferred.

ADDITIONAL INFORMATION

- Willing to work late evenings and weekends.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange 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.