



DOANE UNIVERSITY

Director of Campus Engagement

Position Summary:

The Director of Campus Engagement will provide direct development, planning and implementation of programs and services, including Student Programming, Student Organizations, Campus Recreation, and Greek Life, to foster a comprehensive and intentional student activities and involvement programs. The Director of Campus Engagement, and the programs it oversees, support the mission of the institution and division of Student Experience; promotes an active campus life; meets the needs of and addresses the interests of the campus population; fosters the development of student organizations and their individual members; and contributes to the overall development of individuals and the campus community. With a focus to foster student development and impact Doane students through educational opportunities this position works closely with members within Student Experience driven to do the same.

Leadership Responsibilities

- Provide strategic vision and direct oversight to the following areas: Student Programming, Student Organizations, Campus Recreation, and Greek Life.
- Provide supervision to staff to ensure the growth of the department and programs and their individual professional development. Supervisory duties including, but are not limited to: hiring, training, performance appraisals, corrective action, workflow management and staff recognition.
- Lead the Student Experience student hiring process and assist in marketing student leadership opportunities.
- Lead the planning and development of co-curricular student activities which provide a welcoming campus environment and support student recruitment, retention, and successful achievement of academic and professional goals.
- Oversee development of activities, events, and programs designed for the social, cultural, and wellness development of students.
- Oversee new student check in processes to assist in the welcoming experience
- Support and oversee the assistant director's work with Student Programming Board
- Provide leadership and support to the Greek Life Advisory Council in supporting Greek Life community in a direction that meets its stated purposes and legal and institutional requirements
- Responsible for advising the Greek Council and building leadership capacity throughout the year.
- In conjunction with the Greek Life Advisory Council, collaborate with the Chief Judicial Officer to evaluate campus conduct violations and to constructively address conduct or standards violations/issues within Greek Life

Departmental, Divisional and University Responsibilities

- Administer and project departmental budgets
- Chair the Programming Committee, working closely with partners on budgeting, the process for submitting events, and assessment of events
- Construct and assess measurable student learning outcomes for all programs and services

- Develop and implement comprehensive plans to achieve student satisfaction and support retention goals in relation to departmental services, objectives, and goals.
- Serve on the Student Experience Leadership Team
- Serve in the Administrator on Duty rotation to support our colleagues in Residence Life and Education
- Assist with campus-wide events efforts such as New Student Orientation, Homecoming, Family Weekend, and Commencement as needed, as well as major departmental and divisional initiatives.
- Other duties as assigned by the Dean of Students

Education/ Qualifications/Skills/Abilities:

- Master's degree strongly preferred plus 3-5 years of experience in student affairs or related fields.
- Prior supervisory experience and experience with fraternity and sorority life preferred.
- Experience leading large-scale events with a focus on the student experience.
- Demonstrated commitment to and support of diversity, equity, and inclusion.
- Strong interpersonal communication, collaboration, and conflict resolution skills with the ability to work with a diverse population of constituents, including but not limited to, students, faculty, staff, and alumni.
- Evidence of effective team-building that embraces participative, student-centered decision making and broad communication.
- Demonstrated experience in problem-solving and decision-making.
- Strong project management skills with the ability to work on multiple objectives simultaneously
- Demonstrated financial management skills