



Assistant Director of Campus Enrichment and Student Activities
Job Description

DIVISION/DEPARTMENT: Student Engagement

DATE TO BE FILLED: Immediately

SALARY: Commensurate with experience

RESPONSIBILITIES

- Reports to the Director for Campus Enrichment & Student Activities.
- Create a vibrant, and inclusive campus by implementing and engaging programs that support personal development.
- Advise registered student organizations to include the Campus Activity Board.
- Co-Advise National Pan Hellenic Council (NPHC).
- Create, coordinate, and implement intramural programs.
- Provide focused support to all student organizations including their development, leadership training, diversity, equity and inclusion training, and general program support.
- Facilitate small and large group workshops and events for student organization leaders.
- Support late-night and weekend programming.
- Assist in hiring, training, supervising, and evaluating student employees who support student events and programming.
- Support department, division, and institutional events.
- Collaboratively create, coordinate, implement, and evaluate programs and services.
- Assist in coordinating and managing Welcome Week (Fall and Spring) and Founders' Week.
- Collaboratively create, coordinate, implement, and evaluate programs for Black History Month, and Women's History Month.
- Manage equipment inventory, conduct security checks of equipment, schedule usage, and recommend purchases for programming, as appropriate.
- Evaluate and assess appropriate risk management policies and procedures regarding safety for student programs and events, ensuring compliance with institutional policies and procedures.
- Update the department web page, brochures, and forms as needed.
- Oversees departmental social media presence including but not limited to TikTok, Facebook, and Instagram.
- Attends training, retreats, and planning sessions as assigned.
- Represents the department on various college committees; participate in state, regional, and national professional organizations.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

QUALIFICATIONS

- Bachelor's degree and previous student activities experience are required;
- Master's degree in college student personnel or higher education administration and supervisory experience are strongly preferred.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff, and students have diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfilling the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).

Mrs. Angela Williams, Assoc. VP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:

Open Until Qualified Applicant is Found

Posting Date:

7/2024