

# University of Richmond

## Position Description

<b>Position Title:</b>	Assistant Director of Student Activities for Programming	<b>Position No:</b> 501915
<b>Depart/Unit:</b>	Office of Student Activities, Division of Student Development	<b>Pay Grade:</b> 6
<b>Reports to:</b>	Director of Student Activities, 500121	
<b>FLSA Status:</b>	Exempt	

### Summary:

The Assistant Director of Programming is an integral part of the Student Activities leadership team responsible for leading students in the design and delivery of student led programming. The Assistant Director provides guidance to the Program Board connecting its leaders to the entire campus community for efficient program delivery.

### Programming Board:

**40%**

Advise the student-run Program Board and serve as liaison to the campus community for programmatic related topics.

### Collaborative Programming Initiatives: 30%

Lead and Assist students in the design, development, implementation, and assessment of collaborative, creative student-led programming including campus traditions (e.g. Homecoming, Trick or Treat Street), and late-night programming

### Leadership Development: 15%

Design and deliver leadership education and development of the student leaders on the programming board

### Student Activities Office: 15%

- Ensure compliance with University policies, procedures and guidelines with student-led programming initiatives. 10%
- Actively participating in setting the leadership of Student Activities department. 5%

### SUPERVISION EXERCISED:

- None

### WORKING CONDITIONS/PHYSICAL EFFORT:

Availability for evening and weekend activities/meetings is essential.

**QUALIFICATIONS:**

(List specific knowledge, skills, abilities, education and/or experience that would be required for entry into the position in each category shown below.)

Knowledge, skills & ability:

- Demonstrated ability to work individually and in a team environment
- Ability to sustain a high-level of energy
- Ability to work on multiple projects concurrently
- Demonstrated knowledge of the basic theories of student development and demonstrate a passion and experience in advising student groups/ organizations.
- Strong interpersonal, organizational skills
- Ability to design and facilitate workshops and presentations.
- Excellent writing skills.
- Experience using MS Office Suite and familiarity with web-based software programs.

Education & experience

- Master's Degree in Student Personnel or related field required.
- At least two years of related experience with campus-based programming, program development, assessment and leadership development