



COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

Associate Director of Student Activities for Student Organizations Student Life

Colorado School of Mines invites applications for the position of Associate Director of Student Activities for Student Organizations. Under the general supervision of the Associate Dean of Students, the Associate Director coordinates programs and services related to the university's student development and retention efforts. The Associate Director fosters growth and development within all student organizations and the Greek community. The Associate Director sets the strategic vision and direction for student organization programs and makes recommendations on related policies. This is a full time, 12-month, administrative faculty professional exempt position.

Responsibilities:

- Advise the Greek Community consisting of 3 sororities and 7 fraternities (all nationally affiliated) in the areas of risk management, housing and maintenance, social and educational programming, leadership and personal development, and academic success.
- Provide support for the CSM Board of Student Organizations (the governing body for all recognized student organizations).
- Provide financial oversight of all student organization accounts.
- Oversee development and management of over 125 officially recognized student organizations.
- Plan and implement campus programs including Celebration of Mines and Awards Banquet.
- Establish and implement short- and long-range department goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.
- Review and approve all contracts related to student organizations.
- Revise and implement Student Activities policies and procedures.
- Plan, implement, and assess student development efforts on campus, and collaborate on similar efforts within the larger university community and all facets of student life.
- Represent the University to various institutional divisions by serving on various university ad hoc committees as well as externally to students and/or the general public/local community.
- Develop and manage budgets related to daily operations for the Greek Community, Student Organizations, and a few Student Activities programs; performs periodic cost and productivity analyses.
- Handle emergency and crisis situations that pertain to Greek Life and student organizations.
- Assist as needed with all Student Life programs, events, and specialty weekends.
- Perform miscellaneous job-related duties as assigned.

Qualifications: Bachelor's degree from an accredited four-year institution of higher education and moderate amounts of professional experience within a comprehensive student activities program in a higher education setting. A master's degree in college student personnel, higher education administration, or related field is preferred. Demonstrated progressive experience working with fraternities and sororities is also preferred. The Associate Director must possess demonstrated management experience in the development and training of student leaders; excellent communication and interpersonal skills; the ability to work collaboratively with students, faculty and staff; and outstanding administrative, planning and supervisory skills.

Compensation: Starting salary: \$40,000 - \$43,000, commensurate with experience. Mines also provides an attractive benefits package including fully paid health insurance, dependent tuition benefits, parental leave policies and dependent care assistance through a flexible spending plan.

Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.



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How to Apply: Applicants must send a letter of application and résumé addressing the position requirements, along with the names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search #**09-560020**, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at faculty.search@is.mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin on June 22, 2009.

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