



Director of Student Engagement and Leadership

About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

The Director of Student Engagement and Leadership position is a full-time, exempt position that is primarily responsible for overseeing and facilitating campus activities, providing guidance to student clubs and organizations, facilitating new student orientation events, student leadership development programming and encouraging student leaders to maximize their intellectual growth and personal development in a Christ-centered environment. The position is housed in the Office of Student Development and is directly supervised by the Vice President for Student Development.

Responsibilities

- **Supervision**
 - Provide supervision, support, and assistance to a student intern, and student leaders of campus clubs and organizations. The Director will also have direct advisory responsibilities for SALT (Service And Leadership Team), The Mirror (Student newspaper) and The Arrow (Student yearbook).
 - Train, guide, and encourage, all student club and organization leaders/officers
 - Conduct training with the SALT members in August prior to the start of the school year
 - Conduct monthly (at a minimum) meetings for club and organization officers.
 - Conduct regular meetings with student leaders of the organizations providing supervision (SALT, Mirror, Arrow)
 - Embrace and positively articulate the mission and vision of the Office of Student Development and Erskine College and provide support to the student leaders as they uphold the missions.
 - Serve as the primary resource for the campus student leaders, activities, and clubs & organizations.

- **Extracurricular Education**
 - Create an environment which promotes and fosters living and learning outside of the classroom and support for the college mission.
 - Oversee and guide student leaders in the implementation of programs/activities that support student learning within an established programming framework.

- Advise and mentor students on academic, personal, and social issues.
- Design leadership and multicultural initiatives
- **Community Development**
 - Become familiar with a variety of campus-wide resources, organizations, and services in order to expedite appropriate student referrals.
 - Foster an environment conducive to holistic student development and learning beyond the classroom, guided by student development theory.
 - Collaborate with the RAs to assist with residence hall programming as needed.
 - Establish a personal rapport with student leaders
 - Promote and attend campus events on a regular basis.
 - Be visible, approachable, and accessible to students on either a scheduled or unscheduled basis.
 - Be highly visible across campus, intentional in relationships with the student leaders, and a visible and vibrant member of the campus at large.
- **Maintain Community Standards**
 - Uphold and support all policies and regulations of Erskine College.
 - Establish and encourage a safe and healthy campus community.
 - Empower students to take ownership of their campus community in a positive manner, particularly at the beginning of the semester when community standards and behavioral expectations are set.
- **Departmental Responsibilities**
 - Attend and participate in all regularly scheduled staff meetings and training opportunities.
 - Partner with various campus departments in major campus events such as Homecoming, Alumni Weekend, Family Day, Spring Fling, Presidential Scholars Weekend, and Open House activities.
 - Convocation and Chapel attendance and assistance with attendance and monitoring
 - Oversee the activities budget and expenditures of student organizations as well as the overall activities budget
 - Oversee the use of the department and organizations credit card.
 - Reconcile credit card statement monthly.
 - Work with faculty, staff, students, Facilities, internal and external vendors on a regular basis
 - Provide oversight to “The Hangar” student space
 - Plan and promote campus activities through various mediums such as social media, campus emails, fliers, etc.
 - Provide oversight to the overall campus activities calendar/schedule for student clubs and organizations
 - Additional duties as assigned.

Qualifications

- **Required:**
 - A personal relationship with Jesus Christ and an active Christian commitment.

- A personal and professional commitment to the Christian values and mission of Erskine College and Student Development, and a commitment to uphold its policies and regulations.
 - Bachelor's degree.
 - Good written and verbal communication skills
 - Ability to prioritize and manage activities
 - Strong attention to detail
 - Strong organizational skills
 - Computer proficiency to include PC platforms and Microsoft Office
 - Ability to work independently and varying hours. Some evenings and weekends required.
 - Student Centered
 - Personal relationship with Jesus Christ as well as a commitment to Erskine's Statement of Faith and Core values
 - Commitment to Erskine's Vision and Mission
 - Provide spiritual guidance, prayer, and support to students and staff
- Highly Desirable:
 - Experience in activities, campus life, student leadership development, or related experiences at a college or university.
 - Master's degree in college student personnel or a related field
 - Be able to effectively and creatively use technology to maximize opportunities for connecting with students
 - Experience with creative software to assist with design, fliers, advertising, etc.

Application Process

Application review will begin immediately, and applications will be accepted until the position is filled. Anticipated start date is July 1, 2023, or as soon as possible. To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé
- Cover letter
- References (at least three)

The Director of Student Engagement and Leadership position is a 12-month position even though the employee's status remains "at will". Reappointment is not guaranteed but is based upon an exemplary performance record. Performance is under continuous evaluation so as to maintain the highest possible standards. Failure to meet any of the qualifications, requirements, or responsibilities as outlined or specified by the Vice President for Student Development may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.