

Assistant Director of Student Engagement (Student Organizations)

The Assistant Director of Student Engagement for Student Organizations is part of the Department of Student Engagement at Embry-Riddle Aeronautical University, Prescott. This position assists in the overall operations of Student Engagement, serving in a pivotal role for shaping the out of classroom learning experiences of students. The Assistant Director of Student Engagement for Student Organizations has primary oversight and responsibility for the department on registered student organization and advisor outreach and training, Student Government Association advising, SGA Service Organization advising, and various departmental administration. The Assistant Director also serves in support capacity for transition programs, fraternity and sorority life, leadership programs, and department assessment. This is a full-time, twelve-month, exempt position.

60% Registered Student Organizations (RSOs)

- Serve as the primary contact for RSOs.
- Oversee the new RSO registration process and annual RSO re-registration process.
- Answer RSO questions and connect with campus partners when necessary.
- Provide resources and training for RSO officers, including Officer Orientation and the RSO Resource website.
- Provide resources and support for RSO content advisors.
- Meet with high risk RSOs annually to ensure high quality safety standards. Partner with University Risk Management to update policies and procedures as necessary.
- Oversee RSO focused events, including the Organization Fair.
- Assess RSO educational programs and operations for effectiveness, adjust as needed.
- Assist various entities with marketing of student involvement opportunities on campus.
- Oversee the RSO event registration and notification of travel processes.

25% Student Government Association (SGA) and SGA Service Organizations

- Serve as an advisor to the Student Government Association and the SGA Service Organizations (Board of Campus Activities, Horizons Newspaper, and the Student Campus Enhancement Fund). Meet regularly with the SGA and SGA Service Organization leadership.
- Attend open and closed meetings of the SGA.
- Coordinate contracts for the Board of Campus Activities (BCA).
- Assist with the selection of the BCA OctoberWest Director, meet with them regularly, and oversee OctoberWest (homecoming) planning.
- Assist with budget oversight for the Student Government Association, Board of Campus Activities, Horizons Newspaper, Student Campus Enhancement Fund, and OctoberWest cost centers and project funds.

10% Department Operations

- Supervise a student assistant who supports departmental initiatives related to RSOs.
- Serve as the principal campus-level administrator for Eagle Life (Campus Groups).
- Assist with departmental budgeting and purchasing.
- Act as University conduct officer and oversee the RSO conduct process.
- Work collaboratively on departmental programs and support initiatives including new student orientation, fraternity and sorority life, leadership programs, and union operations.
- Serve as a resource for students and campus partners on Eagle Life, ScheduLER, and other event-planning software and procedures.

5% Additional Support to Campus

- Represent the Department of Student Engagement on various University committees.
- Clery Reporting requirements.
- Title IX Reporting requirements.
- Other duties as assigned.

Required Qualifications

- Bachelor's degree.
- At least 2 years of professional experience advising student organizations on a college campus.
- Ability to work in a fast-paced student-oriented environment.
- Ability to relate to and communicate clearly with students, faculty, staff, and administration.
- Experience coordinating, planning, and implementing events.
- Strong problem-solving and decision-making skills, initiative, and teamwork.
- Ability to work with a diverse student population and foster an inclusive community.
- Ability to work nights and weekends, when necessary, on a flex schedule

Preferred Qualifications

- Master's Degree in Higher Education Administration or similar concentration
- 3-5 years of professional experience advising student organizations on a college campus
- Direct experience working with student government, student programming boards, and/or student newspapers.
- Knowledge of best practices relating to student involvement and community building.
- Administrative experience with Campus Groups or other student organization management software systems.
- Involvement with national or local professional student activities organizations(s)