



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Assistant Director (Programming)

Job Class: Support Staff

Department: Center for Student Involvement

Reports to: Associate Director of the Center for Student Involvement

FLSA status: Full-time/Non-Exempt/12 month/40 hours per week

To Apply: Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

SUMMARY: The Assistant Director is primarily responsible for advising the Campus Activities Board and the Interfraternity Council, overseeing programming of traditional events, and supporting student organizations. As part of job responsibilities and on-call requirements, position is required to live in a furnished apartment on campus provided by the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Campus Activities Board Responsibilities:

- Advises the Campus Activities Board (CAB);
- Works with student leaders in selection of talent and entertainment acts including negotiating with talent agents and the contract review process;
- Assists CAB in their selection and training process of officers and members;
- Provides leadership for all student activities related to Homecoming;
- Attends weekly CAB meetings and, when necessary, CAB events;
- Oversees and manages all budgets and accounts pertinent to CAB;
- Oversees and manages the contracting process for all CAB related talent.

Sorority and Fraternity Life Responsibilities:

- Works closely with the Associate Director in advising the Interfraternity Council;
- Coordinates and supervises the planning and implementation of recruitment and new member activities for fraternities;
- Serves as liaison between the University and the fraternities;
- With assistance from the Associate Director serves as the “on-call” staff member for the Otterbein Police Department on incidents involving fraternities.

Traditional Programming Responsibilities

- Assist in the coordination and supervision for the planning and implementation of traditional events including, but not limited to: First Friday Festival, Homecoming Parade, Senior Celebration;
- Serve as a CSI representative to committees programming campus-wide events such as Homecoming, the Holiday Tree Lighting Ceremony, and Commencement.

Student Organization Support Responsibilities:

- Communicates readily with organizational officers and advisors to inform them of campus events and leadership opportunities;
- Serves as a consultant to students and student organizations in a way that offers students an opportunity for increased group participation and interaction;
- Manages the annual student organization registration process;
- Assist in the coordination of the annual Cardinal Leadership Summit;
- Works with all student organizations to ensure they have current constitutions which meet Otterbein standards and

requirements;

- Facilitates annual training requirements for student organization Advisors, Presidents, and Treasurers;
- Provides support and recommends resources for all Otterbein student organizations.

General Center for Student Involvement Responsibilities:

- Assists in the management of the general operations of the Center for Student Involvement, including: strategic planning, transportation and risk-management, supervision of student employees, budget oversight, communications, outreach, public relations, tracking, and assessment.
- Provides support and assistance to Director, as needed, to carry out the goals and mission of the Center for Student Involvement;
- Serves in an advisory role for student organizations, when needed and appropriate;
- Serves on campus committees as appointed or needed including, but not limited to: Commencement and Homecoming;
- Participates in a team approach to coordinating programs within the Department;
- Completes reports and assessment of programs and activities;
- Participates in evening and weekend activities, as needed.

General Student Affairs Responsibilities:

- Works with the Student Affairs staff and faculty to facilitate campus-wide programs and activities;
- Maintains open lines of communication with faculty, students, community partners, and the administration;
- Develops a campus community where all individuals may be best served, taking into consideration the needs, interests and abilities of individual students and student groups;
- Participates in student affairs staff meetings and professional development opportunities;
- Counsels with students having difficulty personally, emotionally, socially and/or academically and makes appropriate referrals when necessary;
- Participates in evening and weekend activities, as needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree required. Master's Degree preferred. 1-2 years of student activities related experience and event management is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Ability to understand and work with all nationalities.

MATHEMATICAL SKILLS: Basic math and ability to use Excel and calculator; budget management.

TECHNICAL SKILLS: Must be technically competent and comfortable using a variety of software applications and office machines.

REASONING ABILITY: Must be able to reason with a number of personalities and backgrounds; must be able to make important decisions quickly; and must be able to deal with constant interaction with students, and faculty/staff campus-wide. Must be able to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

SUPERVISORY RESPONSIBILITIES: None

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sitting for periods of time in front of a computer; constant interaction with students, faculty, and community; and loading and unloading supplies. Ability to lift up to 20lbs.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions.

Duties are in various campus locations, in an environmentally controlled office setting or outdoors.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources
[614.823.1130](tel:614.823.1130)
sfitzgerald@otterbein.edu