ASSISTANT DIRECTOR FOR STUDENT INVOLVEMENT
Student Leadership, Involvement and Community Engagement

POSITION SUMMARY

Under the supervision of the Associate Dean of Students, the Assistant Director develops, implements, and administers programs and activities related to student leadership and involvement. The Assistant Director will work as part of the SLICE team to provide a broad offering of programs and services.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Programming
- Assist with all aspects of the student event programming including coordination of student activities and Greek Life programs.
- Coordinate the overall solicitation, application, and selection for Associated Students of Occidental College Managers, Green Bean Coffee Lounge Managers, OxyEngage and Orientation Coordinators, and Programming Assistants.
- Coordinate Senior Week.
- Participate in goal setting and evaluation efforts for all SLICE programs and services.
- Work closely with student services and academic affairs offices to coordinate collaborative programs and services.
- Assist in designing and implementing programs and services that support the values of pluralism, inclusiveness, and diversity.
- Assist with leadership development programs.
- Assist with the training and advising of SLICE student employees and student leaders for clubs and organizations.
- Assist with advising of student-initiated programs and event registration process.
- Assist with policy development and review.
- Assist with crisis management during campus-wide events.
- Advise Programming Board, serve as liaison between Programming Board artists and guests and manage Programming Board budget.

Pre-Orientation Programming
- Oversee all operations and functions of the OxyEngage pre-orientation program, including facilities, staff, program, and budget management.
- Interview, hire, and train student program assistant and OxyEngage student leadership team.

Greek Life
- Responsible for advising recognized Greek-letter organizations.
- Provide advisement, leadership and support to the Greek Council; serve as liaison between students, chapter advisors, national/international organizations, and alumni.
- Work with advising groups of all fraternity and sorority organizations on campus to help strengthen Greek community. Coordinate regular meetings of all advisors to discuss campus-wide issues.
Coordinate programs and services for Greek-letter organizations, including: chapter operations and development, house management, scholastic achievement, event planning, risk management, new member education, and Greek organization alumni relationship development.

Responsible for the planning, implementing, coordinating, and marketing activities consistent with supporting the growth and development of Greek Life in conjunction with division and department-wide goals and efforts.

Serve as a liaison between the Greek organizations and both the administration and surrounding communities to promote positive relationships.

Develop Greek related policy, specifically the creation of Greek Life standards document, in conjunction with students, advisors, and administration; designing and coordinating new member education workshops and workshops throughout the fall and spring semester.

**Green Bean Coffee Lounge**
- Responsible for the overall function of the Green Bean Coffee Lounge (GBCL).
- Select, train, and supervise Student Managers, Shift Supervisors, and Baristas.
- In consultation with the Campus Dining professional liaison, responsible for food safety, cash reconciliation, point-of-sale system, equipment/facility maintenance, and food vendor accounts payable.
- Assist Student Managers in product ordering, personnel staffing, opening/closing procedures, event programming, budget analysis, and general customer service standard operating protocol.
- Develop and maintain policies pertaining to the operation of the GBCL.

**Days of Service**
- Coordinate three days of service annually (Fall Into Service, MLK Day of Service, Cesar Chavez Day of Service).
- Select, train, and supervise student volunteers.
- Coordinate campus stakeholders to assist with operations of days of service activities.

**General**
- Represent SLICE on various Student Affairs, inter-divisional, and campus-wide committees and programs.
- Provide general office support and perform administrative functions for SLICE and the Division of Student Affairs.
- Other duties, as assigned.

**QUALIFICATIONS**

**Required:**
- Master’s degree or equivalent combination of education and experience. At least two years of full-time professional experience in student affairs.

**Preferred:**
- Extensive knowledge of social Greek-lettered organization systems.
- Experience in community engagement work.
- Some experience with retail management.
- General knowledge of computer programs, budgetary skills, advising experience, supervision experience and program planning.
- Strong interpersonal skills, ability to handle multiple projects and ability to make sound ethical decisions.
- Experience with a diverse student body.
- Willingness to work evenings and weekends as the job may require.

The above statements are intended to describe the general nature and level or work being performed. They are not to be construed as an exhausted list of all responsibilities, duties, and skills required of personnel so classified.
APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu. Review of applications will begin February 18, 2019.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.