ASSISTANT DIRECTOR FOR STUDENT INVOLVEMENT & CONCERT PRODUCTION

Student Leadership, Involvement and Community Engagement (SLICE)

**POSITION SUMMARY**

Under the supervision of the Assistant Dean of Students/SLICE Director, 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, concert production, and Greek Life programs.
- Coordinate the overall solicitation, application, and selection, and onboarding of paraprofessionals, student leaders, and program coordinators.
- Support Homecoming and Senior Week by collaborating on social, recognition, and networking events.
- 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 and foster personal and professional development.
- 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.

**Pre-Orientation Programming: LA Engage**
- Oversee all operations and functions of the LA Engage pre-orientation program—strategic planning, budget management, contract negotiations, transportation and hospitality agreements, paraprofessional staff management, volunteer recruitment, marketing, and program evaluation and assessment.
**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 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 Greek organizations, senior staff, and the surrounding communities to promote positive relationships.
- Develop Greek-related policy, in conjunction with students, advisors, and administration; designing and coordinating new member education workshops and workshops throughout the fall and spring semester.

**Concert Production**

- Provide leadership and administrative oversight of Programming Board, live concerts, KOXY campus radio station operations, large-scale concerts, and off-campus club nights.
- Monitor spending trends and advise on budget strategy for Programming Board and KOXY.
- Assess locations and venues for live events and work with internal and external stakeholders to maximize production value.
- Negotiate contracts with talent management and representative agencies while assessing tech, sound, and staging support for major events on campus.
- Work closely with the Office of Risk Management, the Campus Events Advisory Committee, and the Fire Marshal to ensure the safety of concertgoers and event support staff.
- Collaborate with the Office of Marketing & Communications to foster a positive relationship with the surrounding community and neighborhood councils.

**General**

- Represent SLICE on various Student Affairs, inter-divisional, and campus-wide committees.
- Provide general office support and perform administrative functions for SLICE and the Division of Student Affairs.

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**QUALIFICATIONS**

**Required**

- Bachelor’s degree
- At least two years of full-time professional experience in student affairs.

**Preferred**

- Extensive knowledge of social Greek-lettered organization systems.
- Experience in student activities and concert production.
- 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 and write “Assistant Director for Involvement & Concert Production” in the subject line. Applications without a cover letter will not be considered.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

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.

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