

JOB POSTING

Director of Student Life

JOB SUMMARY

The Director of Student Life is a core management position that provides leadership and direction for all aspects of the student life portfolio, which is comprised of student services, event programming, and venue operations. This includes ensuring effective program administration and delivery, high service quality, and effective transition, and developing a strategic vision for student life on campus congruent with the Students' Union's strategic plan. The Director of Student Life reports to the General Manager.

The Manager of Student Services and the Manager of Programming and Venues report to Director of Student Life. There are approximately 12 full time staff, 50 part time staff, and 1000 volunteers in the student life department. There are some unionized and some non-unionized positions.

Services: Currently includes Emerging Leaders Program, Alberta Student Leadership Summit, SU Awards, Co-Curricular Record, Orientation/Fall Reading Week, Safewalk, Sustain SU (includes Farmers' Market, Bike Library, Reusable Dish Program, and Campus Gardens), Peer Support Centre, InfoLink, and Student Group Services.

Programming: Currently includes Week of Welcome, Campus Cup, Antifreeze, comedy nights, movie nights, singer-songwriter shows, and more.

Venues: Horowitz Theatre, Dinwoodie Lounge, SUBstage, SUB plaza

DUTIES AND RESPONSIBILITIES

- 1) Oversee the activities of all SU student services, as well as the SU component of all joint SU/University services, such that these services are of high utility and quality.
- 2) Oversee the development of an annual campus programming plan, and the execution of that plan, that promotes a sense of community and connection on campus.
- 3) Oversee the efficient operation of Students' Union venues.
- 4) Develop and set strategic and medium term plans for the student life portfolio, and to oversee new policy, service and program development.
- 5) Develop cutting edge services and programs, and continually assess their efficiency and effectiveness.
- 6) Prepare all student life portfolio budgets in collaboration with the Manager of Student Services and the Manager of Programming and Venues, within parameters set out for budget process by the Vice-President (Operations & Finance) and the Controller.
- 7) Ensure, in collaboration with the Controller, that appropriate financial controls are in place within student life units.
- 8) Liaise and establish good working relationships with appropriate University departments and with other student life stakeholders, with the guidance of the Executive Committee and the General Manager.
- 9) Oversee the marketing efforts of units within the student life portfolio, in collaboration with the Senior Manager, Marketing and Communications.
- 10) Seek granting and creative partnership opportunities where possible.

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- 11) As part of the Core Management group, provide advice and assistance on policy matters, cross-functional initiatives and projects, and general Students' Union strategy and tactics.
- 12) Oversee personnel issues in the student life department (including contracts, job descriptions, performance management, hiring, transition and training) in collaboration with the Human Resources Manager.
- 13) Develop the leadership capacity and skills of student life staff.
- 14) Maintain ongoing and effective communication with the Executive Committee and the General Manager.
- 15) Perform other job-related duties as required by the Executive Committee and the General Manager.

QUALIFICATIONS

- 1) Undergraduate degree or a combination of some post-secondary education with management experience.
- 2) Minimum five years supervisory experience required. Volunteer management experience is an asset.
- 3) Budgeting experience required. Experience writing grant applications and establishing partnerships is an asset.
- 4) Ability to implement creative plans of action using collaborative approaches.
- 5) Direct experience or an understanding of the philosophy and techniques for providing services and programs in a post-secondary or student environment.
- 6) Event planning experience is required, experience with large scale events (>2000 attendees) is an asset.
- 7) Project management experience is required.
- 8) Critical thinking and problem solving skills is required.
- 9) Experience in facilitating leadership development and coaching is an asset.
- 10) Knowledge about student development models, student engagement models, current trends in student affairs is an asset.
- 11) Strong interpersonal, communication, and analytical skills.

TO APPLY: Please submit a cover letter, resume and salary expectations to Ellen Salter-Pedersen, HR Manager hr@su.ualberta.ca. This position will remain open until filled.

While we thank all applicants for their interest, only short-listed candidates will be contacted.

If you would like to review all Students' Union job postings, they can be found at this website:
<http://www.jobkin.ca>

The University of Alberta Students' Union is an equal opportunity employer and is committed to working towards social, ecological and economic sustainability

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