

## Assistant Director of Student Life

The primary function of the Assistant Director of Student Life is to assist the Office of Student Life. The person filling this position is required to live in on-campus housing.

Job Duties: To Love God, Love Students, and Serve Students

1. Provide leadership and oversight for a comprehensive Leadership Program Hill Climbers and Apollos
  - A. Plan, schedule, and attend all Hill Climbers events, including bi-monthly in-services and annual retreat.
  - B. Monitor expenses for the program
  - C. Advertise and recruit new candidates for the Hill Climbers and Apollos program
  - D. Implement assessment and evaluation activities for the Hill Climbers and Apollos program.

Calling All Leaders

- A. Plan, schedule, and attend all leadership workshops
  - B. Advertise leadership workshop activities
  - C. Implement assessment and evaluation for the leadership workshop
2. Assist with campus orientation and welcome week activities, including:
  - A. Selection, training, supervision and evaluation of student orientation staff
  - B. Attendance at Camp Hawk and SOS retreat
  - C. Implementation of all orientation activities
3. Assist with other various departmental tasks, including but not limited to:
  - A. Assist and implement fraternity and sorority recruitment
  - B. Coordinate Greek life events
  - C. Assist in the planning and implementation of the Miss Shorter Scholarship Pageant
  - D. Coordinate campus-wide programming in areas of interest and expertise
  - E. Assist the Director of Student Life in planning and implementing SGA events
  - F. Assist in planning and implement the annual Midnight Breakfast
  - G. Provide oversight for office publicity and schedule
  - H. Student Government Association- Assist
4. Other duties as assigned and/or approved by the Director of Student Life and/or Vice President of Student Affairs/Dean of Students.

### Additional Information

The position Assistant Director of Student Life functions during the normal College business hours (8:30 a.m. to 5:00 p.m. with a one-hour lunch break), with frequent evening and weekend responsibilities. Physical demands are minimal.

### Required Knowledge, Skills, and Abilities

1. **Knowledge of the College's mission, purpose and goals and initiative in implementing them in the area of Student Activities.**
2. Interpersonal skills in working with students, faculty, and staff on a one-to-one basis.
3. Interpersonal communication skills, including proficiency in writing and speaking.
4. Knowledge of student handbook policies and student conduct rules, sanctions, and procedures

Specialized Skills

**A bachelor's degree, and at least two years** of experience working in Student Life (Student Life).

Apply today at the following link: <https://home.eease.adp.com/recruit/?id=15297971>

Shorter University is a Christ centered University affiliated with the Georgia Baptist Convention and requires employees to be committed Christians.

*Transforming Lives through Christ*