



Position Description

Director of Student Engagement

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Desired salary
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Director of Student Engagement

POSITION'S OPERATING GROUP: Student Development Office

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Student Development Office advances the mission of Kansas Wesleyan University through spiritual development, personal well-being, and social responsibility.

POSITION'S DEPARTMENT: Student Development

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To teach, plan, coordinate, and supervise student activities and programs that will enhance growth, education, and service for students, and the campus community. Also, to teach communal living to students, and to provide a safe and attractive living environment that meets the safety, security, and physical needs of the residents.

POSITION'S DIRECT SUPERVISOR: Assistant Vice President for Student Engagement and Success

DATE JOB LAST REVIEWED OR ANALYZED: December 2023 – Reviewed by Assistant VP for Student Engagement and Success, Provost, and Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt (administrative professional exemption), At-will.

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: This position will lead and manage aspects of the student life programs and efforts as it relates to services to enhance the student experience.

POSITION WORKS WITH: The Student Development Office staff of 5-8 people. In addition, this job works with assigned Resident Directors, Resident Assistants (RAs), Orientation Leaders (OL), students, faculty, staff, community, and alumni.

POSITION'S STAFF AUTHORITY: Direct reports.

POSITION'S BUDGET AUTHORITY: Events Budget lines within Student Development Budget

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 65% of time spent in a temperature-controlled office environment, and 35% of the time spent at the venue of events.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: A flexible, full-time, 12-month, work schedule, weekends and evenings are required to accommodate students and the department. The day-to-day work schedule may change based on event schedule, duty schedule, etc.

POSITION'S TRAVEL REQUIREMENTS: Occasional off-campus event venues.

POSITION DUTIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL DUTIES:

1. Developing Programming to Enhance Student Learning and Success

- Develop a program of resources and events that center around student learning through student development practices.
- Develop a comprehensive social events program that offers students, faculty, staff, and community members an opportunity to engage in various activities and foster community.
- Lead collaborative effort with other campus stakeholders to enhance student engagement and success.
- Supervise Student Engagement Coordinators, graduate assistants, and student employees.
- Develop programs that enhance the professionalization status of the student.
- Assess and evaluate programs and provide data to support program changes and improvements.
- Develop programs that align with the Institution Learning Outcomes set forth by the university.
- Represent the needs of students by serving as a resource and advocate in areas within the student experience.
- Assist in the planning and scheduling of new student orientation for both fall and spring semesters.
- Collaborate with the Albert Nelson Student Success Center to meet the academic needs of orientation.
- Organize, recruit and coordinate Student Engagement Leaders to assist with all new student orientation activities.

2. POSITION'S OTHER DUTIES:

- Perform other appropriate and reasonably required duties as assigned by the job's supervisor.

POSITION'S PERFORMANCE MEASURES:

- Quality, quantity, and timeliness of programs created and implemented.
- Student survey of satisfaction with student engagement and the employee's performance.
- Supervisor and peer survey of employee performance and willingness to support and contribute to department growth and success.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED REQUIRED: Master's Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None

QUALIFICATIONS:

- Skills in interpersonal communications, leadership, conflict resolution, the ability to work with diverse populations and the ability to manage several projects simultaneously.
- Ability to plan and lead events. Ability to train others in event planning.
- Enthusiasm and positive attitude toward creating a caring, student-centered environment.
- Ability to keep information pertaining to work confidential.

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in the community and with KWU students, faculty, staff, and alumni to build working relationships.
- Ability to maintain flexibility and work well in a fast-paced environment.
- Ability to organize resources, multi-task simultaneous projects and establish priorities.
- Ability to work both independently and as a contributing member of the Student Development staff.

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** Relevant work experience utilizing skillsets that will translate to success with the essential job functions.
- **PREFERRED:** Three to five years' experience within student affairs on a college or university campus

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- **MINIMUM REQUIRED**
 - Strong communication and organizational skills.
 - Demonstrated ability to understand and learn new processes and policies quickly.
 - Demonstrated ability to energize and develop a strong student-centered atmosphere.
 - Commitment to the philosophy of private, higher education and the mission of the University
 - Demonstrated ability to work in diverse community.
 - Demonstrated ability to prioritize and manage multiple projects and responsibilities.
 - Demonstrated ability in using Word, Excel, Power Point, and Outlook.
- **PREFERRED**
 - Demonstrated ability to create and organize highly effective and efficient events, with the ability to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.