Director of Student Leadership and Organizations  
Anticipated Opening  
College of Saint Mary

Campus Overview:

College of Saint Mary (CSM) is a private, all-women’s college committed to the development of students through excellent academics that combine professional and career preparation with the liberal arts. CSM enrolls approximately 1,000 students, offering a variety of bachelor, master and doctoral degrees. CSM is located in Omaha, a growing city with a metropolitan area population of 850,000. Omaha has one of the best and most diverse music scenes in the country, has a hip downtown scene full of interesting shops, trendy bars, urban lofts, restaurants and a decidedly big-city feeling. Omaha is home to the College World Series, a world-class zoo, professional and semi-professional sports teams, five Fortune 500 companies, as well as a nationally recognized community theatre, ballet, and symphony. CSM is also within walking distance of the thriving Aksarben shopping area. Aksarben features its own locally owned movie theatre, a wide-variety of restaurants, a farmer’s market and summer concert series.

Job Overview:

This individual will be responsible for all aspects of a comprehensive program of student events that integrates curricular learning and student growth and development. Job responsibilities include providing a vibrant and educational program of student activities and events, coordinating new student orientation, providing resources and assistance to student organizations and their advisors, developing and implementing student leadership programs, and directly advising the Campus Activities Board. The Director serves an integral role in developing a positive and involved campus community to promote student persistence and success. In addition, this position is a part of the Campus Life team which includes the Assistant Dean of Students, Department of Residence Life, Campus Ministry and the Office of Student Leadership & Organizations.

Primary Job Responsibilities:

- Serve as an educator, developing a learning-focused model for fostering the well-being and success of students on campus through programs and events
- Plan both active and passive engaging educational programs for students to meet departmental learning outcomes
- Plan a monthly event to celebrate special recognition months such as: Hispanic Heritage Month, Native American History Month, MLK Jr. Day, Women’s History Month, and African American History Month
- Overall responsibility for Welcome Days in August, including the selection and training of the Student Orientation Staff (SOS); and planning for mid-year orientation sessions in January
- Plan and coordinate the spring Leadership Launch Program, a seven to eight week program for new and emerging leaders, with assistance from the Director of Residence Life
- Oversee the planning and implementation of the pre-freshman, Leadership Leap experience with a committee that includes enrollment and residence life
- Supervise the Health Education Coordinator to ensure federal compliance related to Edgar Part 86 are met and attend Omaha Collegiate Consortium meetings on drug and alcohol programming efforts.
- Provide resources and training for leadership skills development for individual students, student organizations and presentations upon request
- Serve as the advisor for Campus Activities Board (CAB), assisting them to plan and implement programs to meet students’ needs and interests and build community
- Chair the Service Committee, which is responsible for a Fall Service Event (i.e. Food Challenge) and a Spirit of Service Day in the Spring
- Member of Honors Committee and the New Student Registration Days Committee. Attends and participates in committee meetings.
- Serve as a resource to all campus organizations and their advisors, including developing a monthly newsletter and facilitating monthly president roundtables
- Coordinate a Fall and a Spring Campus Involvement Fair to showcase student organizations
- Plan Fall Events to enhance school spirit, such as assisting with Heritage Weekend and the Annual Powder puff Football Game
• Responsible for sharing educational information with students regarding Constitution Day and voter registration information when needed
• Work a sometimes unconventional schedule including evenings and weekends to support campus programs and activities
• Communicate and meet weekly with the Assistant Dean of Students.

**Qualifications:**

Master's Degree strongly preferred in Higher Education, Student Development or related field and minimum 2-3 years of experience in student involvement programs. Applicants with a Bachelor's Degree and 4-6 years of student involvement experience will be considered. Also need excellent interpersonal and communication skills, solid administrative and organizational skills, ability to manage multiple priorities and sound decisions, and commitment to developing programs based on learning outcomes.

**Salary and Benefits:**

• Director of Student Leadership and Organizations is a full-time, 12 month position.
• Salary range is $35,000 to $39,000.
• Free access to the campus recreation facilities including a full gym, pool and walking trail.
• Our university’s Wellness Program allows for employees to dedicate 45 minutes, twice a week to wellness activities on-campus, during office hours.
• Professional development opportunities and university benefits available.

**Application:**

Please apply using the following link. Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment. Applications accepted until position is filled.

[https://home.eease.adp.com/recruit/?id=3941081](https://home.eease.adp.com/recruit/?id=3941081)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*