DEPARTMENT OF STUDENT DEVELOPMENT  
AND CAMPUS VIBRANCY
ASSISTANT DIRECTOR OF STUDENT GOVERNANCE
AND ORGANIZATIONS
FULL-TIME: Twelve month position with benefits

(Internal applicants encouraged to apply)

BASIC JOB DESCRIPTION: The Assistant Director of Student Governance and Organizations is a full-time professional staff member in the Division of Campus Life and Student Success that reports to the Director of Student Development and Campus Vibrancy. This position provides strategic and transformational oversight in empowering student leaders and bringing the Student Government Association to new heights and recognition.

QUALIFICATIONS: The ideal candidate must possess a master’s degree in student development, counseling, student affairs, or related field, or have equivalent substantive experience working in student affairs. The position requires a dynamic individual with excellent verbal and written communication skills, as well as the ability to develop and maintain effective working relationships with students, faculty, staff, families, alumni, and the public in a comprehensive university environment. The Assistant Director must have experience working with student leaders as well as coaching, advising, and supporting student groups. Other requirements include the abilities to be flexible in one’s work assignments; communicate clearly and concisely both in writing and oral presentations; plan and organize one’s work; work independently with little or no supervision; work effectively in a team; manage budgets.

ESSENTIAL JOB FUNCTIONS: Actively coach and advise the Student Government Association executive board and legislative leadership from a paradigm of empowerment through direct involvement in weekly group meetings, senate sessions, and conferences. Work with the SGA President to set his/her vision and direction of the Student Government Association for each academic year. Ensure that goals, initiatives, and projects are in line with university and divisional values and priorities, and promote a culture of excellence that will increase the branding and credibility of this organization. Prepare the SGA president for important meetings with the University President, statewide legislators, administrators at other institutions, and other key internal and external constituents. Meet regularly with key leaders within the student leadership including the President, Vice President, SAFAC Chairperson, Speaker of the Senate, Chief of Staff, Secretary of Communication, and Secretary of Student Involvement to provide direction and assistance in the shaping of their SGA experience. Train and advise senate committee chairs to develop legislation that is relevant, timely, and properly vetted in order to increase the significance and credibility of the work that they are involved with. Develop and implement a clear and consistent vision that will transform the Stetson Student Government Association into a recognized premier student group on campus and in the state of Florida. Oversee and advise the SAFAC and AFAC boards which allocate and distribute over $500,000 in student activities funds annually for student organizations and university departments. Assist and coach Student Government Association leaders throughout the academic year around key events such as elections, officer training, and AFICU / ICUF Conferences. Serve as the primary liaison to both internal and external stakeholders for matters and information related to the SAFAC/AFAC boards and funding processes, Student Government Association, and Stetson’s 140+ student clubs and organizations. Provide vision for organizational initiatives such as the bi-annual recognition and renewal process, approval of new campus groups, managing vendor contracts, developing goals, involvement fairs, and continuing advisor education. Direct, promote, and administer Stetson’s organization management software, OrgSync, and maintain accurate directories of all student organization leaders and advisors. Collaborate and work closely with the Assistant Director of Leadership Development and Experiential Learning to provide dynamic and immersive leadership training and development opportunities for student leaders and groups on campus. Develop, edit, and enforce policies that affect student organizations and ensure that updates are made to the Student Organization and Advisor Manuals. Supervise one graduate student. May serve as a conduct hearing officer and member of the divisional on-call crisis response team as needed.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc., Office of Human Resources; 421 N. Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562. E-MAIL: humres@stetson.edu

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.