

Assistant Director of Student Activities- Risk Management  
University of North Texas

Direct Link: <https://www.AcademicKeys.com/r?job=190860>

Downloaded On: Dec. 1, 2022 9:38pm

Posted Jul. 25, 2022, set to expire Dec. 5, 2022

<b>Job Title</b>	Assistant Director of Student Activities- Risk Management
<b>Department</b>	UNT-Student Activities Center-160530
<b>Institution</b>	University of North Texas Denton, Texas
<b>Date Posted</b>	Jul. 25, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Affairs
<b>Job Website</b>	<a href="https://jobs.untsystem.edu/postings/61880">https://jobs.untsystem.edu/postings/61880</a>

**Apply By Email**

**Job Description**

The Assistant Director is primarily responsible for creating and implementing risk management initiatives for student organizations. In addition, the position is responsible for overseeing, via supervision, the registration and management of, over 450 student organizations.

**Specific Duties and Responsibilities**

- \* Review student organization Event Applications, individually assessing the potential level of risk and applying risk mitigation efforts
- \* Oversee and coordinate the Event Safety Committee and attend designated high-risk events
- \* Coordinate risk management training and resources for student organizations, and ensure training and record-keeping complies with Texas Educational Code. This includes training for:
  - \* Event planning
  - \* Travel

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- \* Financial management
- \* Reputational management
  
- \* Consult with officers, members, and/or advisors regarding student organization event planning
- \* Assist with the development, implementation, and interpretation of policies related to student organization functioning
- \* Create and plan programs to help student leaders become more employable upon graduation
- \* Coordinate the recruitment, selection, training, and management/supervision of Student Activities student workers
- \* Supervise the Coordinator of Student Organizations in their responsibilities, which includes oversight of:
  - \* Registration process for 450 student organizations
  - \* Student organization and advisor training
  - \* Programming to help students get involved in student organizations
  
- \* Supervise, train, and develop two graduate assistants
- \* Coordinate the application and selection process for the Golden Eagle Award, the most prestigious award given to UNT student leaders
- \* Answer student organization-related questions about topics including policy, procedure, successful management, getting involved, etc.
- \* Advise several entities of the Student Government Association, including the Eagle's Nest Committee, Raupe Travel Grant Committee, and Elections Board
- \* Oversee management of Student Activities' Student Organization Funding
- \* Conduct presentations and trainings related to student involvement and leadership, along with respective programs and services
- \* Prepare and administer budget for respective programs and services
- \* Facilitate assessment activities that help improve Student Activities and services for student organizations and their officers, members, and advisors
- \* Create reports for respective programs and services
- \* Promote and advertise/market Student Activities and respective programs and services to the general campus community
- \* Develop relationships and work closely with other departments across campus (e.g., Risk Management Services, Center for Fraternity & Sorority Life, Rec Sports, UNT Police Department)
- \* Serve as part of Student Activities staff support at all campus-wide events
- \* Represent Student Activities on division and university committees
- \* Perform other duties as assigned by the Director



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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