

Assistant Director Campus Life - Programming Tufts University

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Posted Aug. 8, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Director Campus Life - Programming
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Residential Life
Job Website	https://jobs.tufts.edu/jobs/20823?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office for Campus Life (OCL) coordinates a wide range of services to support the whole student. The Office for Campus Life serves as a resource for life outside of the classroom, promoting and encouraging a healthy balance between curricular and c-curricular experiences and opportunities. The staff of the Office for Campus Life is responsible for student leadership development, campus programming, student organization advising and mentoring, as well as the daily operations of the Mayer Campus Center and other affiliate spaces. The Office for Campus Life takes a leadership role in the planning and implementation of New Student Orientation.

What You'll Do

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The Assistant Director serves as advisor to the Tufts University Social Collective (TUSC), the main student programming board on campus.

Responsibilities include advising the TUSC student executive board and general members as well as overseeing all TUSC annual operations and campus wide event productions. This includes managing event promotion, advertising, social media management, and TUSC's \$1M annual budget. Position also supports all performance, programming, and cultural student organizations and regularly convenes the A Cappella Advisory Council. The Assistant Director will oversee the annual production of the Senior Memory Book. As the TUSC advisor, the Assistant Director serves as an administrative contact with the Office of Alumni Engagement in promoting annual class specific events and initiatives.

The Assistant Director collaborates closely with the Associate Director-Student Engagement in supporting the efforts of over 350 active undergraduate and graduate student organizations including coordinating the annual student organization fairs. As the OCL event specialist, the Assistant Director serves as the office contact for event production agencies and other off-campus contacts and event venues. Through TUSC programming the Assistant Director collaborates with various Campus Partners in supporting event risk reduction efforts, promoting safe events, and managing risk and liability. The Assistant Director collects data from TUSC programming to evaluate events and initiatives and create an annual report. Additionally, the Assistant Director will support the Associate Director-Student Engagement in compiling and evaluating student engagement data for the OCL Annual Report.

The Assistant Director will support social programming efforts during Undergraduate Orientation as needed. The Assistant Director serves as an active and supportive member of the Office for Campus Life. The Assistant Director supervises a part-time graduate intern.

This is a hybrid role. The position is expected to be on campus at least 4 days each week. This role will need to work occasional nights and weekends as programming needs dictate.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by: Bachelor's degree required and 2 plus years of full-time work experience in campus life or student activities.

Preferred Qualifications:

- Master's degree in Higher Education or related field and two or more years' experience in campus activities or student affairs administration preferred.
- Experience planning campus events and advising and supervising students; excellent interpersonal, organizational and customer service skills; understanding of and commitment to issues of cultural diversity and college student development; demonstrated leadership, advisory, organization, and management skills.

Pay Range



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Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact