



*Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.*

**Job Title:** Assistant Director of Student Life

**Classification:** Exempt

**Reports To:** Director of Student Life

**Job Summary/Objective:** To provide a wide range of integrated co-curricular opportunities for students to partner with constituents of many backgrounds and disciplines; to create as well as provide programs that emphasize different styles and methods of leadership while appreciating and incorporating a globally diverse perspective.

**Position Type/Expected Work Hours:** Full time, 12 months. This position requires frequent evening and/or weekend work during the academic year as well as serving in an after hours on call rotation.

**Supervisory Responsibilities:** Direct supervision of Student Activities Representatives (peer leaders), CEO, ICC (Interclub Council) as well as leadership program participants.

**Essential Responsibilities:**

- Provide training and support to student leaders and members of CEO – Campus Events Organization; ICC (Interclub Council); and all other student groups
- Assist with and offer the campus a wide array of programming
- Monitor and manage student budgets in collaboration with the College Business Office
- Assist in the creation of, recruitment for and implementation of a multi-year student leadership program, including the annual leadership conference
- Foster student views of acceptance and civility towards all in every action and reaction
- Create, in collaboration with the Media and Marketing team, print and website materials
- Continually foster relationship and effectively share resources with and between students, staff and faculty
- Collaboratively develop opportunities for students to become involved with community service/volunteer endeavors that may assist/connect with their academic/career goals
- Connect with other colleges and universities for possible consortium type programming and collaborations; expanding networks

- Assist in the guidance of the College's efforts to continually conceptualize, define and cultivate diversity
- Establish assessment standards for each area of responsibility
- Serve as a member of the Student Life and Human Resources teams
- Available to serve as part of an after hours on call rotation

**Required Qualifications:**

- Master's degree preferred.
- 3 - 5 years of experience of leadership development through programming and engagement in a higher educational setting
- Communication, organization, management, and budget experience
- Ability to work independently and as a member of a team
- Effectively collaborate with all campus offices/services
- High level of energy and enthusiasm, and an appreciation for an academically focused, residential, diverse, liberal arts college

**Preferred Qualifications:**

- Familiarity with entertainment contracts
- Program development and assessment

**Work Environment:** This position requires frequent evening and/or weekend work during the academic year as well as serving in after hours, on call rotation.

**Physical Demands:** Continued periods of working at a computer, sitting, and/or standing may be required for this position.

**Travel:** N/A

**Deadline for Submission:** January 31, 2018..

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**How to Apply:** If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to [assistantdir@sbc.edu](mailto:assistantdir@sbc.edu).