

Date Posted: 03/28/12

**University of Houston**  
**Graduate College of Social Work**  
**JOB OPPORTUNITY POSTING**

**Job Title:** Assistant Director - Student Organizations & Leadership

**Employer/Agency:** Wright State University

**Job Description:** This position is responsible for the total administration and management of the university's student organizations, including advisement and programmatic support, the administration of the leadership development program, and fiscal oversight of funding accounts.

**STUDENT ORGANIZATIONS MANAGEMENT (50%)**

- Coordinate annual training programs for organization leaders and advisors
- Conduct annual registration process for student organizations
- Advise the House of Representatives
- Develop and manage OrgSync software
- Develop organizational resource guides for student leaders
- Serve as a resource for student organization problem solving
- Maintain student organization forms
- Manage student organization complex and resource room

**LEADERSHIP DEVELOPMENT COORDINATION (30%)**

- Coordinate the Wilbur & Orville Wright Leadership Academy (WOWLA) – provide conceptual framework and promote annual program
- Take Flight Leadership Weekend – Coordinate an annual 3-day leadership retreat for student leaders
- Leadership Conferences – Coordinate 2 annual conferences
- Student Leader Recognition Reception – host annual student award banquet attended by 250+
- Leadership Courses – Coordinate 2 annual leadership courses
- Supervise Leadership Resource Center – Coordinate programs, services and staff of the center

**SUPERVISION (10%):**

- Supervise one graduate assistant in the Student Affairs and Higher Education program
- Supervise volunteer graduate and undergraduate interns

**BUDGET OVERSIGHT (5%)**

- Provide oversight to student organizations budget and departmental funds
- Serve as signature authority for all advised groups

**ASSESSMENT AND TECHNOLOGY (5%)**

- Implement departmental assessment activities for Leadership Development and Student Organizations
- Use social networking sites to communicate with students

**Qualifications:**

**Minimum Qualifications:**

A Master's degree in Student Affairs Higher Education or other related area; minimum one year full time experience or two years graduate assistant experience working at an institution of higher education; excellent written, verbal and interpersonal communication skills; knowledge of leadership development concepts; ability to work independently in setting priorities to ensure that responsibilities are carried out in an accurate and timely fashion; ability to counsel undergraduate and graduate students on a one-on-one and group basis to resolve university related problems; ability to interact effectively with students, faculty, staff and community members of diverse backgrounds. Evening and weekend work is required.

**Preferred Qualifications:**

Previous professional work experience with student organizations and leadership development; knowledge of student development theory; presentation skills; database management, web page design and MS Excel and Word. Experience developing services through OrgSync software.

**Salary/Hours:** \$35,092

**Employer/Agency:** Wright State University  
**Address:** 3640 Colonel Glenn Hwy.  
**City, State, Zip:** Dayton, OH 45435

**Application Method:** Online at <https://jobs.wright.edu/postings/5189>

**Opening Date:** 4/23/12

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.***

***Thank you***