



Posting Date: 5/6/08

Position: ASSISTANT DIRECTOR OF STUDENT LIFE

Department: Student Life

Hours per Week: Fulltime

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Promote traditions and coordinate a variety campus wide programs that engage students in the co-curriculum and create an active campus. The primary areas of responsibility include coordinating night and weekend activities and campus wide events, advising Student Government, developing an emerging leader program, coordinating the Alternative Spring Break, and serving as an advocate for intermediate students.

Qualifications

Three years of experience in student activities, event planning, or in a higher education environment is preferred. Ability to develop positive work relationships, work on a team and interact effectively with a variety of audiences and departments. Requires excellent written and oral communication skills. Demonstrates an understanding of student development, multicultural awareness and ability to work in diverse contexts. Requires a working knowledge of Microsoft Office (*Word, Excel and Publisher*). Experience with In Design Adobe Suite or web design is a plus. Demonstrated organization skills and attention to detail; requires the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans. Requires strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness. Requires the ability to work at non-traditional times (evenings and weekends). Requires valid driver's license and good driving record. Must be able to freely move throughout the facility.

Education

Bachelor's degree required. Master's degree in College Student Personnel or a related area preferred.

How to Apply

Apply on-line at www.alverno.edu or send cover letter and resume with salary requirements to:

Alverno College
Human Resources
3400 South 43rd Street
P.O. Box 343922
Milwaukee, WI 53234-3922

Email: opportunities@alverno.edu

Fax: (414) 382-6322

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