



Position: Director of Student Engagement

Department: Student Life

Supervisor: Director of Community Life

Status: Full-time, exempt, 11-month position

Functional Summary:

The Director of Student Engagement is the primary owner and champion of Student Life initiatives related to campus programming and student leadership development. As a result, this person plays an integral role in the formation of students and sets the tone for much of the student experience outside the classroom. This person has four primary areas of oversight: student activities, clubs and student organizations, intramural sports, and Student Government Association. Seasonally, the Director of Student Engagement will assume some leadership over New Student Orientation and Welcome Week, as well as over annual partnered events with Advancement and Admissions.

Student Activities

The Director of Student Engagement will aid in the accomplishment of Student Services goals and outcomes, including retention efforts, by providing intentional campus programming that is pro-active, creative, compelling, winsome, and fun. A special emphasis will be placed on identified strategic areas for enhancing the overall student experience, such as school and athletic spirit. Particular student populations including but not limited to commuter students and non-athletes will also receive some specific attention.

Clubs & Organizations

Additionally, this person will create and sustain structure for the chartering, funding, assessment, and oversight of clubs and student organizations, with a particular focus on growing the number of chartered clubs.

Intramural Sports

While the Intramural Sports Coordinator maintains primary responsibility for the college's intramural sports offerings, the Director of Student Engagement will supervise this person and provide structure and expectations for the role.

Student Government Association

Finally, the Director of Student Engagement will advise the Student Government Association, primarily assisting the organization in the drafting of proposals and the execution of SGA-sponsored campus events.

Partnered Events

In partnership with the Director of Community Life, the Director of Student Engagement will assume some leadership over the planning, execution, and assessment of New Student Orientation and Welcome Week initiatives, which take place in August and January. The Director of Student Engagement will assist the Director of Community Life in recruiting and overseeing the Cav Crew, Montreat College's student Welcome Week team. Additionally, this person will coordinate events for Homecoming (Advancement) each October and Preview Weekend (Admissions) each March, as well as for various academic departments and Athletics throughout the academic year.

Duties, Tasks, and Responsibilities:

- Supports, assesses, and integrates Montreat College's Christ-centered mission, vision, and educational objectives through co-curricular programming that engages and nurtures student development
- Leads, challenges, and supports a Student Activities staff through a developmental process of planning, publicizing, implementing, celebrating, and reflecting on co-curricular student programs

- Develops and implements a leadership development model and curriculum for SGA President & Student Activities Leadership Team
- Mobilizes student leaders to help shape the campus culture through diverse out-of-the-classroom experiences that include but are not limited to enhancing and supporting educational opportunities, continuing quality Montreat traditions, growing school spirit, supporting Athletic events, and identifying ways to cultivate the community value for Montreat College on both micro and macro levels
- Serves as a resource person for clubs and student organizations, maintaining financial oversight and assisting with campus advertisements; coordinates bi-annual Student Organizations & Opportunities Fair
- Provides outreach to all students regarding student life offerings, supplying information, ideas, and technical and logistical assistance
- Supervises and offers structure and expectations to the Intramural Sports Coordinator, maintaining regular one-on-ones, cooperatively assessing intramural sports offerings, and annually revising the Intramural Sports Coordinator job description to meet emerging needs
- Trains, mentors, and assists elected members of the Student Government Association; maintains regular one-on-ones with the SGA President
- Coordinates event registration processes; plans and coordinates at least one large-scale event (125+ in attendance) in each full month of the academic year; negotiates vendor contracts; maintains a current calendar of events
- Maintains supplies and materials in the Student Activities Closet; keeps updated supply inventory on file
- Possesses primary oversight of the lower level of the Belk Student Center, programming in the space and seeing to its upkeep and continuous improvement
- Proactively engages in departmental and institutional persistence efforts to meet retention goals
- Collaborates with other departments in Student Services, as well as academics, athletics, advancement, and admissions in the coordination of multiple high-impact annual events; serves on departmental and institutional committees as needed
- Performs other duties as assigned by supervisor

General Requirements:

- Bachelor degree required; Master degree in related field preferred
- Affirm and support the faith statement of Montreat College found here <https://www.montreat.edu/about/mission/>
- Self-motivated with ability to work independently
- Desire to create and maintain a culture of servant leadership and excellence
- Excellent communication skills, both written and spoken
- Organizational and managerial skills
- Commitment to demonstrating an active Christian faith through personal example and interaction
- Flexible; innovative, creative, and energetic; detail-oriented

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

- 1) Completed application <https://www.montreat.edu/about/job-openings/application/>
- 2) Cover letter
- 3) Resume or Curriculum Vitae
- 4) Faith Statement
- 5) List of 3 references with contact information

Send materials by email to:

Diana Rice
 Administrative Assistant for Academic Affairs & Student Life
 Montreat College
studentlife@montreat.edu

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Additional locations in Asheville, Charlotte, and other cities supplement the main campus. The College is committed to Christ-centered teaching and learning and is a member of the Council for Christian Colleges & Universities.