



## NOTRE DAME COLLEGE

### JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

<b>Title:</b>	Director of Student Engagement & Leadership
<b>Reports To:</b>	Assistant Dean of Students
<b>Department:</b>	Student Affairs
<b>Status:</b>	Full-time
<b>Classification:</b>	Administration
<b>Deadline to Apply:</b>	Until filled
<b>Start Date:</b>	Immediately

#### JOB DUTIES AND RESPONSIBILITIES:

1. Develops a comprehensive co-curricular program which seeks to further the educational mission of the College by:
  - Maximizing student involvement opportunities which provide hands-on learning experiences for students.
  - Serving as a program consultant and resource for student activities, including student organizations. Providing similar services for members of the administration and faculty.
  - Providing diverse cultural, educational, and entertainment programs.
  - Maintaining a positive working relationship with faculty, staff, students, and appropriate Cleveland community residents.
2. In conjunction with various offices across the college, plans and executes activities surrounding Welcome Week, Homecoming, Spring Game, and Graduation.
3. Develops and executes diversity programming in conjunction with the College's DEI Committee.
4. Maintains updated event details in the campus-wide calendar.
5. Facilitates student communications through social media and email in conjunction with the Communications Department.
6. Serves on Student Affairs and campus-wide committees.
7. Oversees and provides advice & guidance to all registered student organizations on campus. Work on increasing involvement through organizations and help new organizations thrive.
8. Creates and maintains updated policies and procedures for student organization support and financial funding.
9. Creates and maintains a regular leadership development program for students.
10. Serves as the Advisor for the Falcons Activities Board.
11. Maintains Communication with:
  - Accounting staff to insure the correct billing of student organization accounts.

- Normandy Dining Services concerning special dining provisions that involve special activities and events.
- Director for Facilities Operations or designee regarding concerns needing attention for special events and performances.
- Alumni Relations Office regarding Homecoming and other special events.
- Other Student Affairs colleagues to ensure the well-coordinated presentation of programs on campus.
- Colleagues at other colleges in consultation over common issues or practices and recruitment of staff members

### **Minimum Eligibility Requirements:**

#### **Knowledge, Skills & Abilities:**

**Education:** A Bachelor's degree is required; a Master's degree in student personnel, higher education administration, or a related field is strongly preferred.

**Experience:** One to two years of Student Affairs experience or similar event planning and management experience is required.

**Skills & Abilities:** Outstanding organizational, leadership, management, supervisory, crisis management, programming, interpersonal, oral and written communication, advising, and problem-solving skills; high degree of energy; sensitivity to the academic and personal needs of college students; understanding of liberal arts education; enthusiasm for teaching and learning that goes beyond the classroom. This includes, but is not limited to:

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

**HOW TO APPLY:** Please send a resume, and cover letter to: [careers@ndc.edu](mailto:careers@ndc.edu). Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.