

Michigan Tech

Create the Future

Director of Student Activities

We inspire community, scholarship, possibilities, accountability, and tenacity

Michigan Technological University invites nominations and applications for the position of Director of Student Activities. Individuals that are seeking an opportunity to be innovators, who are goal-oriented and motivated, and most importantly student centered are encouraged to apply.

The University

At Michigan Tech student success is our primary goal. We believe this is best accomplished when students are supported, challenged, and involved. Our students do more than just join organizations; they interact and collaborate with faculty and staff, lending their intellect, enthusiasm, and originality to some of the most critical campus projects and programs, working to create a thriving and successful campus community.

Michigan Tech is known for educational excellence in arts, humanities, and social sciences; business and economics; computing; engineering; forestry and environmental science; natural and physical sciences; and technology, and the curriculum continues to expand. More than 7,000 students are enrolled at Michigan Tech. Our undergraduates have the advantage of cross-disciplinary studies, team learning, and research. Our graduate students receive advanced instruction and the opportunity to teach and pursue intensive research. Our institution has gained worldwide attention for innovative education; our faculty serve as mentors; our academic programs stress scholarship with application; and our students learn to inquire and discover knowledge.

Houghton and the surrounding area offer natural beauty, culture, education, a superb living experience, and the diversity that comes from having residents from around the world. The campus has been recognized as one of the safest in the nation.

Take a closer look at our unique opportunities for growth and learning, and see for yourself how our students' innovations and accomplishments tell a great story.

The Position

The Director of Student Activities is responsible for providing leadership and oversight for student leadership development, traditions, programming groups, the Outdoor Adventure Program, community service, Greek Life and student organizations. The Director plays a pivotal role and works closely with students to initiate, plan, develop, and facilitate events and activities to enhance the quality of student life and University experience for all students.

Responsibilities include the following. Other duties may be assigned.

- Provide leadership, oversight, and administration of innovative student-centered activities for all events, operations, services, and functions of
- Effectively lead, motivate, supervise, train, and evaluate professional and student staff.
- Work as a leadership team member with Student Life in decision making, problem solving, strategic planning, and assessment.
- Oversee advisor and student organization training and advising, Greek Life, leadership development, community service, the TECH Challenge Course, and Outdoor Adventure Program.





- Direct the planning and coordination of University traditions such as Home coming and Welcome Week in collaboration with students, staff and faculty.
- Lead the departmental budgeting processes; make fiscally responsible decisions and recommendations.
- Evaluate, revise, and maintain student activities policies and procedures.
- Advise the Undergraduate Student Government.
- Coordinate the allocation processes for a portion of the Student Activity Fee.
- Lead the departmental budgeting processes; make fiscally responsible decisions and recommendations.
- Evaluate, revise, and maintain student activities policies and procedures.
- Advise the Undergraduate Student Government.
- Coordinate the allocation processes for a portion of the Student Activity Fee.
- Lead print, electronic, and web media management, creation, communication, and marketing.
- Support a diversity of programming on campus through offerings, committee membership, and budget development.
- Assess student needs and develop new initiatives.
- Assist students, staff, and faculty with program development and implementation.
- Serve as the liaison for and collaborate extensively with university departments.
- Act as a student advocate, providing guidance and appropriate referrals to students seeking assistance.
- Actively coordinate and/or participate in appropriate Michigan Tech committees, task forces, and professional associations and conferences.
- Work irregular hours at certain times to the nature of the position.

Position Requirements

- Master's degree in student personnel or a related field, or the equivalent combination of education, training and experience from which comparable skills can be acquired.
- Three years of professional experience at a college or university in student activities and/or closely related field.
- Demonstrated capability in leading, managing and motivating staff.
- Demonstrated ability to plan, organize, and execute complex events.
- Experience advising student organizations/groups.
- Excellent leadership, organization, interpersonal, and oral/written/presentations skills.
- Demonstrated teambuilding and networking skills.
- Evidence of commitment to enhancement of diversity.
- Demonstrated ability to build relationships and collaborate with faculty, students, parents, staff, and advisors.
- Demonstrated ability and willingness to work evening and weekend hours.
- Experience using personal computers including word processing and spreadsheet/database software.
- Proven competence in managing multiple tasks and competing priorities.
- Ability to operate a motor vehicle.

To Apply

See www.admin.mtu.edu/hro/postings/ for submission guidelines and complete job descriptions.

Applications must include a Michigan Tech application, cover letter, current resume, and names, addresses, and telephone numbers of three references. Applications will be accepted until the position is filled.

To learn more about Michigan Technological University, visit www.mtu.edu .

Michigan Tech is an Affirmative Action/Equal Opportunity educator and employer and aggressively recruits minority and female applicants in an effort to bring greater diversity to its workforce.