

Position: Director of Student Activities and Student Publications/Resident Director

Department: Student Life Office

FLSA: Full-time staff/Exempt Position

The incumbent in this position is expected to assist the College in achieving its vision and mission. Customer focus, college service and a willingness to assist as needed are expectations for all employees.

General Function: The Director of Student Activities is responsible for all student activity programs and student publications and reports to the Dean of Students. A wide variety of student activities take place at Andrew. Many organizations and various offices of the college provide a diversity of programs. The Director is the primary individual responsible for planning student activities in the student life area with events such as Tiger Spirit, Homecoming, dances, movies, coffee house performers, speakers, and comedy acts being examples of a few of the activities offered. The Director also serves as the Resident Director in one of the Residence Halls. Duties include residing on campus in the resident hall while providing supervision to college residents and supervising resident assistants. Resident Directors are expected to be on campus when they are on call.

Characteristic Duties and Responsibilities:

1. Directly coordinate and manage all student activities and publications.
2. Oversees the details for major student events including but not limited to Tiger Spirit Week, Homecoming, Miss Andrew, First Week, and Orientation.
3. Directly coordinate, plan and implement new student orientation.
4. Monitor and supervise students and residence assistants in assigned residence hall.
5. Directly supervise student publications including but not limited to the yearbook, newspaper, and Andrew Weekly.
6. Serve on college committees as assigned.
7. Assist with campus clubs and organizations and other needs in the Student Life Office on an "as needed" basis.
8. Perform other duties as assigned.

Working Conditions: This position requires that the employee live in the residence hall on campus and be on call 24 hours per day, including but not limited to one weekend per month. Employees are required to work traditional office hours in addition to evening hours and weekends to supervise activities and students.

Qualifications: Preferred: Masters Degree in college student personnel or related field. Bachelors Degree required. Preference will be given to candidates with experience in residence life and student activities. Candidates should possess: outstanding interpersonal skills; solid management and organizational skills; enjoy working in a team environment; maintain personal and professional flexibility; possess high energy; have a commitment to a small, Christian college mission and have a good sense of humor.

Salary: The salary for the position of Director of Student Activities will be determined by the Dean of Students and will commensurate with education level and experience in the field. Room and board, utilities, cable TV, and local phone service are included in the package.

Contact: To apply, please submit the following to Dr. Sherri Taylor, Dean of Students, Andrew College, 501 College Street, Cuthbert, Georgia 39840 or SherriTaylor@andrewcollege.edu:

- A letter of interest,
- Three letters of reference and contact information for five professional references,
- Resume and transcripts.

Applications will be accepted until position is filled. Anticipated starting date is July 1, 2010.

Andrew College does not discriminate on the basis of race, color, national origin, disability, sex, and age in its admissions and employment policies or its educational, financial aid, athletic, or other programs. Andrew

College complies with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.