Assistant Director for Student Engagement
College of Biological Sciences
Position Description

Job ID: 324101
Job Code: 9764S1

The College of Biological Sciences is a college of approximately 2200 undergraduate students pursuing degrees in the life sciences at the University of Minnesota. The college offers eight majors and eight minors to prepare students to solve biological problems facing our world.

CBS Student Services is a team of 18 professional staff members; each contributing to the shared responsibility of advancing the mission and vision of the college. These staff serve students in three functional areas: academic advising, career coaching, and student engagement. The person in this role will lead CBS’ student engagement and freshman recruitment efforts and will supervise one professional staff member. This role reports to the Assistant Dean for Student Affairs & International Programs.

Principal Duties and Responsibilities

Student Engagement Program Development & Leadership (30%)
Through programming that emphasizes self-awareness, connection, and collaboration, the aim of student engagement is to provide opportunities for all CBS students to develop skills and competencies necessary to be inclusive scientific leaders in their communities.

• Direct and develop CBS student engagement programming, leadership development, civic engagement, service-learning, student organizations, and living-learning communities

• Cultivate leadership and citizenship throughout the undergraduate experience by creating engaging co-curricular opportunities to complement CBS signature programs and campus-wide initiatives

• Oversee Dean’s Scholars program, a student leadership program that combines coursework, peer mentoring and service learning

• Provide leadership education and policy training opportunities for 30+ CBS-related student organizations each year in collaboration with the Student Unions and Activities staff

• Facilitate student engagement coaching appointments, providing meaningful suggestions, referrals, and reflective prompts to help students identify their values, select co-curricular interests, and evaluate experiences on campus

• Work in collaboration with the Assistant Dean to provide leadership, vision and strategic thinking for CBS Student Services and collegiate student engagement efforts.

Undergraduate Recruitment Coordination (30%)

• Serve as a liaison between CBS, the Office of Admissions on collegiate based, first-year recruitment operations

• Create and execute recruitment strategies to enhance the yield of admitted first year students to CBS, including planning for large-scale signature recruitment events

• Develop tactics to communicate with key audiences that include key messaging, content, visual design and web-based and other technologies, in collaboration with the CBS communications team

• Oversee student and parent outreach efforts and correspondence with targeted audiences (students of color, Dean’s Scholars, President’s Emerging Scholars, etc.)
Dean’s Scholars Program – Management & Teaching (15%)
• Coordinate the academic components of the program, regularly revising curriculum and collaborating with campus partners
• Instruct two Dean’s Scholars courses (one or two credits each) per semester
• Develop and sustain Dean’s Scholars assessment plan; track student progress, retention, completion and outcomes of the program; write reports and prepare data for presentations
• Create communications and marketing materials for program and events to engage program alumni
• Manage annual budget and expenses for the Dean’s Scholars Program

Student Engagement Staff Supervision (15%)
• Supervise Student Engagement Associate, who executes many aspects of engagement project responsibilities
• Co-supervise CBS Freshman Admissions Counselor, in collaboration with the University of Minnesota Office of Admissions
• Create and ensure a supportive work environment so that individuals may effectively perform their duties and enhance their professional growth

Professional Development & Service (10%)
• Commitment to identifying, challenging, and removing barriers to access at the individual, community, and system level through a racial equity and social justice lens
• Engage in professional development and service activities related to the leadership education and student services profession, within the University of Minnesota community and beyond
• Continue professional development and scholarly activity in the field of leadership education to maintain knowledge of trends and best practices (e.g., membership in professional associations, attendance at conferences and seminars, write and publish articles, serve on teams and collaborate with other professional groups, etc.)
• Participate on Student Services, College and University-wide committees as requested

Minimum Qualifications
• Bachelor’s degree with at least 6 years of experience
• Previous experience developing programming in an educational setting
• Evidence of effective relationship-building, team-building, and oral/written communication skills
• Ability to effectively communicate across race, class, gender identity and culture
• Record of progressively increasing responsibilities
• Demonstrated commitment to applying social and racial equity practices
• Works comfortably in a fast-paced environment and can prioritize conflicting demands

Preferred Qualifications
• Master’s degree in higher education and student affairs, college student personnel psychology, counseling, social work, or field transferrable to student success
• Previous experience with teaching leadership, civic engagement or service learning courses
• Demonstrated commitment to applying organizational development and student development theory to advance the work of the organization
• Familiarity with the challenges and opportunities of working with STEM students
• Previous supervision and large-scale event planning experience
• Knowledge of assessment best practices
How to Apply
Instructions for using the University's Employment System can be found at the link below: https://humanresources.umn.edu/find-job/using-employment-system Funds are available for travel expenses for finalists.

Application deadline: Friday, June 8, 2018

Starting salary and classification is determined by candidate’s previous experience, with a focus on experience obtained after conferral of master’s degree. Expected salary range is $51,000 to $60,000.

For more information about working in CBS Student Services, visit: https://z.umn.edu/workingincbs If you have questions, please contact Anna Cullen (culle128@umn.edu).

The University of Minnesota has a wide array of benefits available as a professional and administrative employee, such as:

- University paid contribution (10% of your salary) to your retirement account - vested immediately.
- 22 paid vacation days per year, in addition to sick leave and 11 paid holidays.
- Reduced tuition opportunities covering 75% of eligible tuition.
- Excellent and affordable health care benefits.
- Wellness program with opportunity to earn lower health care rates.
- Free disability insurance.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.