

# STUDENT INVOLVEMENT & ENGAGEMENT

## ASSISTANT DIRECTOR, CAMPUS ACTIVITIES AND COMMUNITY ENGAGEMENT PROGRAMS

### POSITION OVERVIEW

The Assistant Director for Campus Activities and Community Engagement is responsible for supporting and sustaining a campus-wide culture that centers student involvement, engagement, and sense of belonging as an important factor in fostering student success. The Assistant Director provides leadership and oversight for the Student Involvement unit's programming functions including campus activities and community engagement programs. In addition, the Assistant Director will also support compliance functions that include risk management education and expressive activity.

### JOB RESPONSIBILITIES OVERVIEW

- Provide guidance for the entire units programming portfolio.
- Serve on the University's Homecoming Committee and responsible for assisting with logistical support for homecoming programming.
- Serve as a member of the Expressive Activities Team and as a resource related to expressive activity and associated federal law.
- Serve on departmental led committees and advisory groups including homecoming, spirit and traditions, and leadership and service.
- Coordinate all marketing, communications, and assessment activities for the campus activities and community engagement programs areas.
- Provide leadership, supervise, and professional development support for three coordinators and three graduate assistants.
- Manage budgets for functions and programs under positional leadership and assist in the development of the overall unit budget.
- Participate in departmental programs and projects designed to support the mission and goals of the university, division, and department.
- Serve on committees and task forces, as assigned.
- Other duties as requested or required, whether or not specifically mentioned in this job description.

### BENEFITS:

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click [here](#)

### MONTHLY SALARY:

\$4,602.50 - \$5,000



✉ [getinvolved@txstate.edu](mailto:getinvolved@txstate.edu)

☎ 512.245.4428

[studentinvolvement.txstate.edu](http://studentinvolvement.txstate.edu)

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### REQUIRED QUALIFICATIONS

- Bachelor's degree in related field.
- Two (2) or more years post-graduate, full-time experience in Higher Education, Student Affairs, or specific area(s) described in this position description.
- Experience developing, coordinating, and planning campus-wide programming in a higher education/university setting.
- Experience in advising student leaders and/or student organization in a higher education setting.
- Experience interpreting university policies and procedures related to college student/university programming.
- Ability to coordinate a variety of work activities and work as part of a team.

### PREFERRED QUALIFICATIONS

- Master's or equivalent degree in Higher Education, Student Affairs, or related field.
- Experience supervising staff (student, graduate, and/or professional) in a higher education setting.
- Experience with a student organization management system and/or engagement platform.
- Experience creating and executing on-boarding and continuous training components for student and professional staff in a university setting.
- Experience building partnerships and collaborating across departments in a university setting.

### ABOUT TEXAS STATE UNIVERSITY

Texas State University is a public, student-centered research institution guided by our unwavering belief in the power of education to transform communities, power economies, and reimagine the world. Our students come from every walk of life, from across Texas, the nation, and the world. Located in Central Texas, between Austin and San Antonio, the university has seen the student body grow to more than 40,000 students including more than 36,000 undergraduates and more than 4,000 graduate students. This growth reflects the mission of the university to serve the citizens of Texas and play a leading role in preparing the workforce for the coming decades. 94% of Texas State students are from Texas coming from 230 counties. Our students also come from 50 states, and 93 countries. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation. For more information please visit the [Texas State University website](#).

### ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

**FOR INFORMATION ON APPLYING,  
PLEASE VISIT [JOBS.HR.TXSTATE.EDU](https://jobs.hr.txstate.edu)**

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Texas State University is an Equal Employment Opportunity/Affirmative Action Employer. Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM