

ASSOCIATE DIRECTOR, STUDENT INVOLVEMENT & ENGAGEMENT

POSITION OVERVIEW

The Associate Director in the Department of Student Involvement and Engagement (SI&E) provides senior department level leadership, strategic oversight, and cross-functional coordination for the campus activities, community engagement, and student organization development and administration functions of the department. This role is responsible for guiding institutional-level initiatives, overseeing the development and implementation of campus-wide programs that advance a culture of student involvement, engagement, belonging, and success. Key responsibilities include direct supervision of managerial staff and fiscal oversight of large-scale programming portfolios, as well as serving as the point of contact for the department in the absence of the Executive Director. This position reports directly to the Assistant Vice President for Student Success and Executive Director of Student Involvement and Engagement.

JOB RESPONSIBILITIES OVERVIEW

- Serve as a senior member of the departmental leadership team responsible for setting vision, defining priorities, and ensuring strategic alignment with divisional and institutional goals.
- Act with delegated authority on behalf of the Executive Director, making high-level decisions and providing direction in their absence.
- Oversee comprehensive program evaluation and continuous improvement initiatives to assess the impact of engagement programs.
- Cultivate and sustain strategic partnerships with internal and external stakeholders, including academic colleges, city leaders, and community organizations.
- Chair and provide high-level oversight for major committees, including the Campus and Community Partners Group and Homecoming Planning Team.
- Develop and assess department-wide goals and student learning outcomes aligned with university priorities.
- Lead the development of department-level risk management, compliance, and safety frameworks for all campus events and student organization activities.
- Advance the visibility and value of student engagement through integrated communication strategies and executive reporting.
- Provide senior-level supervision for two (2) senior coordinators and one (1) administrative assistant, ensuring alignment with departmental and institutional goals.
- Oversee indirect supervision of a broader team of coordinators, graduate assistants, and student employees.
- Implement and oversee professional development plans, performance evaluation processes, and succession planning strategies.
- Provide strategic leadership in the planning and execution of high-impact programs and events that shape institutional culture and promote retention and student belonging.
- Provide high-level oversight of the advisement, recognition, and compliance framework for 400+ student organizations and associated advisors.
- Direct budget planning, forecasting, and reconciliation for assigned programs and initiatives.
- Partner with the Executive Director to oversee the department's operating budget.
- Identify and secure external revenue streams, including sponsorships, partnerships, and grants
- Serve as a member of the University's Expressive Activities Team.
- 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:

\$6,500 - \$7,083



✉ getinvolved@txstate.edu

☎ 512.245.4428

studentinvolvement.txstate.edu

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REQUIRED QUALIFICATIONS

- Master's or equivalent degree in Higher Education, Student Affairs, or related field.
- Minimum of five (5) years of progressive, full-time leadership experience in Higher Education, Student Affairs, or specific areas described in this position description.
- Minimum of three (3) years of experience supervising full-time professional staff and managing complex teams in a higher education setting.
- Demonstrated experience leading strategic planning and implementation of institution-wide programs, including large-scale campus initiatives.
- Advanced organizational and project management skills, with a proven ability to manage multi-faceted initiatives.
- Experience with student engagement platforms, CRM systems, and other technology used to enhance communication and student organization management.
- Proficiency in using software and technology for program management, data analysis, and communication (e.g. Microsoft Office, presentation software).
- Flexibility to work nights and weekends as required.

PREFERRED QUALIFICATIONS

- Doctorate in Higher Education, Student Affairs, or a related field.
- Proven experience in policy development, organizational change, and risk management related to student engagement.
- Leadership in the development of student organization support models and co-curricular leadership frameworks.

ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 33,000 undergraduate and 5,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 39 percent Hispanic, 43 percent White, and 4 percent with another race or ethnicity. One percent of the student body is international. In addition, 96 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please

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.

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