General Description:

• Assist in the development, implementation, and evaluation of a comprehensive student development program that seeks to promote student engagement leading to persistence and degree completion.

• Assist the Director of Campus Life in maintaining a liaison with student government, clubs, student newspaper and other publications and related student activities.

• Coordinate the training of all club officers in College policies with respect to planning and running events on and off campus in a manner which is consistent with CUNY Board of Trustees policies and procedures.

• Serve as primary adviser to WHLC and work with their faculty adviser to insure that all appropriate regulations and protocols for web radio are being followed.

• Assist the Director in developing and implementing student leadership training activities and workshops, seminars and addressing topical issues and concerns such as alcohol/drug abuse, AIDS, conflict resolution, sexual harassment, etc.

• Work with the Director to assure the appropriate functioning of various student boards such as the Election Board, the Judicial Board, Communications Facilities Board, Yearbook Committee, etc.

• Act as primary adviser to the College Yearbook and insure that the College Yearbook is published in a timely fashion on an annual basis.

• Provide support for other college/divisional activities such as commencement and new student orientation programs.

• Assist with the management of all Office of Campus Life operating budgets and transactions, including all student organization budgets.

• Ability to work at least one late night (9:00 PM) per week and occasional weekends during the academic year.

• Assist in the supervision of Campus Life support staff, graduate interns, peer mentors and student aides as well as supervision of fiscal resources and facilities which support student events.
• Administer specific programs in support of the goals above including maintaining the website for the SA Link club registration and involvement program.

Other Duties:
Additional duties as assigned by the Director of Campus Life and/or the Executive Assistant to the Vice President for Student Affairs.

Salary: $34,000 - $38,000

Core Competencies/Qualifications:
Minimum Qualifications: Bachelors Degree and one year experience in a Student Affairs Division familiar with Student Development Theory and Practice. Master's degree preferred.

Position will remain open until 10/29/2011 or until filled.

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