

## Job Description

**Position:** Assistant Director of Student Activities and Programming

**Summary:** The Assistant Director of Student Activities and Programming (ADSAP) will lead programming initiatives at ASMS. This position will work closely with the Assistant Director for Residence Life, Student Government Advisors, and other key stakeholders. The ADSAP will be part of an on-call rotation. The ADSAP is a full time, live off, professional position.

**Department:** Student Affairs

**Supervisor:** Dean of Student Affairs

**Required Minimum Qualifications:** Master's degree in Student Affairs, Higher Education, Counseling, Student Development or other appropriate discipline and three years of relevant progressive experience in student affairs, or a combination experience from which comparable knowledge and skill may be acquired. Preferred Qualifications: Five years of relevant progressive experience in educational and social programming, demonstrated record of collaborative programming initiatives. Experience working with adolescents.

**Classification:** Exempt, full-time, 12-month, and salaried

### Duties

#### Student Activities and Programming

- Create an intentional, holistic ASMS Programming Model that includes educational and social programming efforts sponsored by Residence Life, SGA, Student Activities, and Student Organizations.
- Coordinate the development of goals, policies, procedures, and assessment processes for ASMS Programming.
- Publish and maintain a comprehensive programming calendar.
- Oversee Student Organizations including providing support, training, and guidance to faculty/staff directly responsible for advising individual student organizations, SGA, etc.
- Select and train student leaders as part of the Jo Bonner Leadership Academy program, collaborating with the Director of External Relations.
- In collaboration with the Assistant Director of Residence Life (ADRL), train and provide meaningful leadership experiences to Peer Advisors.
- Oversee and plan campus-wide special events including Week of Welcome activities, Goofy Olympics, Geekfest, etc.
- Provide meaningful programming for required weekends.
- Collaborate with ASMS Departments and/or the SGA to plan special events such as JBLA Retreat, Hall Coming, Family Day, Winter Formal, Prom, ASMS Day, Graduation, Awards Day, Mega Musical Chairs, alumni events, ribbon cuttings, school celebrations, etc.
- Develop and lead the year-long Hall Competition and Hall Spirit program in collaboration with the Assistant Director of Residence Life, residence life staff members, and students.
- Organize and schedule training for students and staff involved in programming efforts, including Residence Life personnel, Peer Advisors, JBLA participants, SGA officers and representatives, class officers, club sponsors, and other appropriate personnel.

- Develop, communicate, and hold ASMS community members accountable to programming policies including but not limited to forms, spending, room reservations, supply requests & storage, transportation, on and off campus event protocols, advisor requirements etc.
- Manage the student programming forms process and provide appropriate approvals
- Model a school-wide culture of respect and support of students.
- Model strengths-based, growth-mindset approach to maintaining a strong school culture.
- Provide leadership in creating a community that supports students of underrepresented and diverse populations.
- Serve as a partner in the student's total development by working with Academic Affairs, Admissions, Personal Counseling and other offices as appropriate.
- Provide after-hours support and intervention. Respond to emergency situations as necessary.
- Contribute as a member of the ASMS STEM Leadership Academy summer camp team.

### **Administrative**

- Lead, coordinate, and/or attend meetings, including but not limited to department meetings, staff meetings, committee meetings, and one-on-one meetings.
- Confer regularly with staff to collaboratively plan and coordinate activities, assign and review work.
- Lead and oversee communications with students, families, faculty, staff, and other community members regarding programming initiatives.
- Exhibit fiscal responsibility for all Student Affairs budgets, including but not limited to the weekend activities budget.

### **Technology**

Computer proficiency, including Microsoft Office, web-based programs, social media networks, and email as a primary mode of communication/documentation.

### **Continuous Improvement**

Serves on ASMS committees as assigned.

Support the school's Mission, Vision, and Values.

Assess and evaluate programming for reporting and to monitor student trends.

### **Miscellaneous**

Performs other duties as assigned by the ASMS President.

Assist with difficult or unusual tasks, resolve problems, and provide needed support with students, staff, families, and community members.

Promote a positive work environment that supports the professional growth of staff members while maintaining a commitment to student success.

### **Required Skills**

- Enforce and comply with policies and procedures of the ASMS Board of Directors and ASMS handbook
- Maintain a coachable spirit.
- Ability to work as a member of a team.
- Ability to communicate with the administration, faculty, staff, students and general public in a professional and effective manner.
- Establish and maintain productive, collaborative relationships with others.
- Relate to students with mutual respect while carrying out a positive and effective disciplinary program.



- Model standards of ethics, confidentiality, communication, and professionalism.
- Manage long-term projects.
- Meet schedules and deadlines.
- Plan and organize work.
- Follow through with directives.
- Maintain consistent, punctual, and regular attendance.

Performance is evaluated in accordance with the rules and regulations established by the President and Board of Directors.

### ***ASMS is a Great School***

*ASMS is an exceptional institution, and employees are tasked with continuously improving what makes us unique and great. Each ASMS employee should work to bring goodness to people within this community. When we talk about being “a great school,” we mean working with our colleagues and students to hold firm to our mission, vision, and values while also holding each other accountable to the highest standards of integrity. Working at ASMS is about nurturing honorable relationships and engaging in daily interactions that result in graduating students each year and building statewide trust.*