Eastern Washington University
Job Description
Assistant Director – Student Activities

Basic Function and Responsibility:

15% Function
This position is a mid-level student affairs position that will report to the Director of Student Activities and will advise over 100 student organizations, including Panhellenic, NALFO, NIC, local and NPHC Greek Life groups, in the areas of:
- organizational development
- program implementation
- risk management
- policies and procedures, and other areas as needed.

10% Function
This position will supervise the Advisor for Campus Programs, whom advises Eagle Entertainment, the campus programming board, Campus Sound Productions, which provides audio-visual support for on-campus events, and the annual student lecturer series, currently named “Dialogues.”

10% Function
This position will be a key member of the Student Life Leadership Workgroup, GLBTQ Task Force, and Diversity Education arm of Student Life and the Office of Student Activities (OSA).

35% Function;
Candidate will advise the Panhellenic (currently four chapters), NPHC (currently three chapters), NALFO (currently one chapter with two interest groups), Interfraternity Council (currently six chapters) on leadership and chapter development, including, but not limited to, such topics as chapter management; scholarship; community building; risk management; member recruitment; and compliance with University recognition and social function policies.

30% Function
The successful candidate will also work with organizations seeking; assist in the development and implementation of policies and procedures as they relate to student organizations on the EWU campus; supervise development and training for leaders and advisors of student organizations; assist in defining and measuring outcomes of both the academic and non-academic learning experiences of the Greek and Student Organization community; and act as a liaison with other University departments, student organizations, and outside community-based organizations.

The ideal candidate will work well in a fast-paced environment, with many interruptions, and lots of student energy present.

Special Note: This position is responsible for the receipt of, or accountability for, University funds or other items of value. Successful candidate must pass a background check.
**Qualifications:** Bachelor's degree in education, psychology, or related field required. Master's degree in Student Affairs, Education, or related field preferred.

Must have experience working with student organizations and/or Greek organizations. Must possess excellent organizational skills, written and oral communication skills, and be able to work in a student-focused environment.

The successful candidate will have multicultural competency, and have experience working effectively with diverse populations.

Problem-solving and mediation skills between students, the administration, and the community are required. Must have excellent computer skills (Macintosh preferred) with proven skills in word processing, database development, desktop publishing, internet use, and web page development. The ability to develop and deliver presentations is required. Budget experience and grant writing experience preferred.