Director for Campus Involvement

Location: Erie  
Department: Campus Involvement  
Reports To: Vice President for Student Life  
Full/Part Time: Full-Time  
Classification: Administration  
Closes: Open until filled  

POSITION SUMMARY
The Director for Campus Involvement is responsible for managing the Carolyn Hermann Student Union. This position works in a team environment and is the primary supervisor of the student employees in the Union. The Director plays an active role in the Union’s operations and provides meaningful activities for students which enhance the social, cultural, and educational atmosphere of the Mercyhurst community.

DUTIES AND RESPONSIBILITIES
• Supervise operation of the Carolyn Herrmann Student Union and the Campus Involvement Center. Assign responsibilities to the Multicultural & Inclusion Coordinator, Leadership & Outreach Coordinator, Activities & Spirit Coordinator, and Graduate Administrative Assistant(s).
• Establish and maintain and ongoing assessment and evaluation of the quality of campus involvement. Suggests appropriate action to insure a high degree of quality in programs and services.
• Support and develop key services in the areas of Multicultural Student Services, Leadership and Spirit.
• Develop and maintain policies for use of the Student Union.
• Develop, promote and produce social, cultural and educational activities for students.
• Communicate and develop a comprehensive set of student activities with the Mercyhurst Student Government (MSG).
• Advise Mercyhurst Student Government
• Coordinate and supervise the reservation process for the Student Union.
• Oversee posting policy for all student signage placed in college academic and administrative buildings.
• Review and edit performance contracts for all MSG, MAC and SAC events.
• Work with MSG in the approval and recognition process for new student clubs and organizations.
• Oversee Summer Orientation and Welcome Week. Work with the Service-Learning Director to coordinate the Service Project for all incoming freshman students.
• Represent the Student Development area at state, regional and national conferences.
• Supervise and staff the Student Union with work study students. Complete bi-weekly payroll, staff scheduling and employee reviews.
• Assist with budget recommendations, responsible for budget management/financial processes in assigned areas, prepare reports as necessary.
• Serve as ex-officio member of the Campus Life Committee.
• Provide guidance to student organizations in leadership development, event planning and financial management.
• Coordinate Student Activities logistics with other departments; Facilities, Food Service, Police and Safety and Audio-Visual Services.
• Perform other duties as assigned.

QUALIFICATIONS
• EDUCATION PREFERRED: Master’s degree in Student Personnel Administration or related field.
• KNOWLEDGE/EXPERIENCE PREFERRED: A minimum of 5 years of experience in student activities, leadership development, student union facility management and/or student development or any equivalent combination of training and experience.
• COMPETENCIES: Able to work in a fast-paced, team environment, must be available nights and weekends.
• Confidentiality a must, strong communication, written and verbal skills, demonstrated leadership capabilities, supervisory experience, able to work in diverse population, prior budget experience necessary, be energetic, creative, and personable, valid drivers’ license with clean driving record.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
OCCATIONAL
• LIFTING
• DRIVING
• PUSHING/PULLING
• DATA ENTRY
• CLIMBING
• OVERNIGHT TRAVEL

APPLICATION PROCESS
Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

    Human Resources
    Mercyhurst University
    501 East 38th Street
    Erie, PA 16546
    hrinfo@mercyhurst.edu
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**Candidates must be currently eligible to work in the United States.**