



University of Colorado at Boulder

University Memorial Center Director's Office

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May 21, 2010

Dear Colleague:

The University Memorial Center (Student Union) at the University of Colorado at Boulder invites candidates for the position of Director of Student Involvement, Activities, and Leadership Development. The position provides leadership and direction to the UMC's Student Involvement, Activities, and Leadership Development Office and serves as the department's chief student development officer. The Director of Student Involvement, Activities, and Leadership Development specifically oversees Program Council, Dennis Small Cultural Center, CU GOLD Student Leadership Program, Art Gallery, the Greek Life Office, and general programming efforts within the UMC and some throughout campus. The Director of Student Involvement, Activities, and Leadership Development also serves as the UMC's Liaison/Advisor to the Cultural Events Board, the Distinguished Speakers Board (both part of student government), the Homecoming Committee, and the Senior Class Council. The position is also responsible for coordinating the UMC's diversity and student development programs, as well as providing program planning and production advice and support to various campus student organizations.

This very key position plays an integral role in fulfilling the UMC's mission. It is an exempt – professional position and serves on the UMC Director's executive management team (director's cabinet). Other members of the executive management team reporting to the UMC Director include the Associate Director for Operations and Services, Food Services Director, Assistant Director for Administration, and Assistant Director for Business Services. The University Memorial Center is part of the Division of Student Affairs and is a cost-center of the University of Colorado Student Government (CUSG).

Please circulate this information to any qualified candidate you may know. The search committee will begin reviewing resumes on June 11, 2010. I thank you in advance for your assistance in this.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carlos García'.

Carlos García
Director, University Memorial Center

University of Colorado at Boulder
Director of Student Involvement, Activities and Leadership Development
University Memorial Center
Position #641376

Position Description: University Memorial Center invites applications for a full-time Director of Student Involvement, Activities, and Leadership Development. The Director is an exempt-professional position and serves as one of five senior level administrators reporting to the Director of the University Memorial Center. The position provides leadership and direction to the UMC's Student Involvement, Activities and Leadership Development Office. The position specifically oversees the student Program Council, Dennis Small Cultural Center, CU GOLD Student Leadership Program, the Art Gallery, the Greek Life Office, and general programming and student involvement efforts within the UMC. The Director of Student Involvement, Activities and Leadership Development also serves as the UMC's Liaison/Advisor to the Cultural Events Board, the Distinguished Speakers Board, Homecoming Committee, and the Senior Class Council. The position is also responsible for coordinating the UMC's diversity and student development programs, UMC special events, staff appreciation and recognition functions, as well as providing program planning and production advice and support to various campus student organizations. Directly supervises one exempt-professional ½ time Greek Life Coordinator, three Program Coordinators (GP-I & GP-IIs), Administrative Assistant (AA-III), student Program Council Director, and various Program Graduate Assistants.

Job Responsibilities:

- Performs and oversees administrative and managerial responsibilities for the UMC Student Involvement, Activities, and Leadership Development Office. Supervises 4.5 FTE's, several graduate assistants, student coordinators, approximately 50 student hourly employees, and a number of student board volunteers (10%)
- Oversees the activities of and serves as advisor to Program Council (15%)
- Oversees the activities of the CU GOLD Student Leadership Program and the CU GOLD Advisory Board (5%)
- Oversees the activities of the Greek Life Office (5%)
- Oversees the activities of the Dennis Small Cultural Center and of the Dennis Small Cultural Center Advisory Board (5%)
- Oversees the activities of the UMC Art Gallery (5%)
- Oversees the advising of the CUSG Cultural Events Board, the CUSG Distinguished Speakers Board, Homecoming Committee, and Senior Class Council (10%)
- Represents the UMC on various Division of Student Affairs councils, work groups, and other related committees and boards (5%)
- Coordinates UMC student and staff appreciation programs, UMC staff recognition programs, and oversees UMC diversity training programs. (10%)

- Oversees UMC special programs such as the UMC Welcome Fest, Lunchtime Programming, Student Involvement Fairs, and Midnight Breakfast programs, as well as CU Late Night and evening programming, Veteran's Day Ceremony, and holiday events (10%)
- Coordinates UMC student development programs (5%)
- Provides event planning and production advice, training, and support for various campus student organization initiated programs (5%)
- Manage all department budgets in fiscally responsible manner. Helps develop annual UMC student-fee request. Works closely with the UMC Business Office, as well as the Student Organizations Finance Office to ensure proper coordination of student event planning and budgeting (8%)
- Other related duties as assigned (2%)

Required Qualifications:

A Master's degree from an accredited college or university.

Two to five years experience in one or more of the following categories:

- Providing administrative and managerial oversight for University programming or student activities operations.
- Major program event planning and production including budgeting.
- advising Greek organizations
- Advising student groups and/or student boards.
- Knowledge of student development theories, and a strong commitment to diversity and community building.
- Excellent oral and written communications skills.
- Demonstrated ability to work effectively with students, staff and administrators in a diverse environment and within the framework of university and state policies and procedures.
- Ability to work efficiently with minimal supervision and possess an appreciation for detail.
- Must be able to work some evening and/or weekends.
- Must be energetic, a self-starter, and be able to work well under pressure.

Desired Qualifications / Required Competencies:

A Master's degree in College Student Personnel, Higher Education Administration, Student Affairs, or related field.

Five years or more experience in

- Providing administrative and managerial oversight for university programming or student activities, or equivalent operations.
- Major program event planning and production including budgeting.
- Advising Greek organizations including Panhellenic Executive Council and NPHC and other multicultural organizations
- Advising student groups and/or student boards.
- Knowledge and experience in program assessment

Application Instructions: Applications are accepted electronically at: www.jobsatcu.com, posting #641376, and must include:

- 1) A letter of application which specifically addresses the job requirements and outlined qualifications
- 2) A current CV/resume
- 3) The names, addresses, daytime telephone numbers and e-mail addresses for three professional references
- 4) A one page statement summarizing the candidate's philosophy on student development, student leadership, and diversity and social justice.

Application Deadline: Applications submitted by Friday, June 11, 2010 will receive full consideration.

Questions may be directed to Kristi Graham-Gitkind, Chair of the Search Committee at Kristi.Graham@Colorado.edu.

Salary and Benefits: Salary is competitive and commensurate with skills and experience, with a minimum salary in the low \$60,000s. The University of Colorado offers a full benefits package. Information on benefits programs, including eligibility, is available at www.cu.edu/pbs/. For additional information about the University of Colorado at Boulder, go to: www.colorado.edu/about/ataglance.html.

The University of Colorado at Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work. The University of Colorado strongly supports the principle of diversity. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. Alternative formats of this ad are available upon request for persons with disabilities.

The University of Colorado is committed to diversity and equality in education and employment.

Information on the University of Colorado

The University of Colorado at Boulder (CU – Boulder) is a doctoral granting public institution and is the flagship of the University of Colorado System. Nestled at the foot of the Colorado Rocky Mountains, it has the largest student enrollment of any University in the State with a fall 2009 enrolment of 30,196. The University of Colorado is composed of a College of Architecture and Planning, College of Arts and Sciences, College of Engineering and Applied Sciences, College of Music, Leeds School of Business, School of Education, School of Journalism and Mass Communication, Graduate School, Leeds Graduate School of Business Administration, and a Law School. It offers 85 academic programs at the bachelor's level, 70 at the master's level, and 50 at the doctoral level. The University of Colorado at Boulder boasts having five Nobel Laureates on its faculty, and has many other world renowned researchers and professors. The University also has the largest and most active student government (University of Colorado Student Government) in the nation managing a \$30 million budget. Additional information on the University of Colorado may be found at <http://www.colorado.edu>.

Information on the University Memorial Center

The University Memorial Center (UMC) is the heart of the CU – Boulder campus. It serves not only as the campus' student union program and facility, but the campus community center as well. It also provides the community of Boulder with a variety of services and facilities. More than 16,000 people per day utilize the UMC or one of its many services. The UMC houses approximately 85 student organizations, a copy center, and a self-operated bookstore, and is responsible for self-operated food services, catering operations, franchise food operators, various private retail shops, a credit union, 6 ATMs, meeting room and conference services, an art gallery, a cultural diversity center, games room, student Program Council, CU GOLD Student Leadership Program, Greek Life office, and the CU NightRide campus safety program. The UMC is an integral part of the University of Colorado Student Union and the division of Student Affairs.

The UMC is also the official State of Colorado memorial to those who gave their lives serving our country, and has been designated by the State as a multicultural center. The physical plant of the UMC currently totals 263,000 square feet. The UMC's budget exceeds \$11.4 million inclusive of all of its programs and has approximately 110 full-time employees and 275 student, part-time, and seasonal employees.

The UMC facilities, programs, and services are intended to provide students and the University community with a wide-range of out-of-the classroom activities and learning opportunities. The UMC also provides a safe space for students to meet, organize and present programs that satisfy their common interests. The UMC is the "living room" of the University and serves as its primary gathering place. In short the UMC and its programs and services provide the venue for a wide-range of activities. Additional information on the University Memorial Center may be found at <http://umc.colorado.edu>.