SOUTHERN ARKANSAS UNIVERSITY TECH
POSITION VACANCY NOTICE

POSITION TITLE: Director of Recruiting and Student Life

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be reviewed as received and accepted until the position is filled. Deadline for first consideration is August 5, 2015.

JOB DESCRIPTION: The Director of Recruiting and Student Life works under the supervision of the Vice Chancellor for Student Services and is the lead person in the recruitment process. The position is also responsible for the coordination, organization and operation of the student activities program, student center, gymnasium and physical fitness center, and college operated student housing. This is a twelve-month position with full benefits and is governed by state and federal laws and agency/institutional policy.

Specifically, this position includes, but is not limited to the following:
1. Establishes recruiting goals and target groups.
2. Provides leadership in adapting new and innovative approaches to achieving established goals.
3. Visits schools, college day/night programs, etc.
4. Conducts activities on and off campus to market SAU Tech.
5. Coordinates and conducts prospective student, group or school visits/tours.
6. Evaluates recruiting, and provides requested reports.
7. Supervises student activities, student center and related area operations.
8. Supervises student clubs and organizations.
9. Provides technical support and guidance to those interested in forming a new club or organization.
10. Supervises alcohol and drug abuse prevention programs.
11. Supervises intramural sports and investigates requests for additional activities.
12. Serves as sponsor for the Student Leadership Team and Student Ambassadors.
13. Supervises student housing.
14. Manages the annual operating and travel budgets for the Student Life Office.
15. Supervise personnel who report to the position.
16. Performs other duties as may be assigned.

MINIMUM QUALIFICATIONS:
1. Bachelor’s Degree

PREFERRED QUALIFICATIONS:
1. Degree in education or related area and/or experience in directing recreational or organized group activities.
2. Work experience in higher education.

SALARY Range: $40,000 - $45,000

DATE OF NOTICE: July 15, 2015

APPLICATION PROCEDURE: Send a completed SAU Tech application, resume, and official license/transcripts to:
SAU Tech Human Resources Office
P.O. Box 3499
East Camden, AR 71711
(870) 574-4481
humanres@sautech.edu

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.