

From ILA's Leadership Jobs Board

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Associate Director for Leadership and Democratic Engagement

SUNY Brockport

Brockport, NY

Closing Date: Until Filled

Salary: \$72,659

Description :

Located in Western New York, State University of New York College at Brockport is a nationally recognized and accredited public institution with competitive state health insurance and retirement plan options. SUNY Brockport also includes Brockport Downtown and sponsors the Rochester Educational Opportunity Center (REOC), both located in Rochester, NY. We are an inclusive employee-oriented university. Be yourself and start your career here. Help us build a better Brockport!

Job Summary

SUNY Brockport is currently accepting applications for an Associate Director for Leadership and Democratic Engagement. The person in this role contributes in a significant manner to the creation and cultivates affinity with the institution and work within, and when applicable, challenges and preserves institutional culture, expectations, and traditions. The Associate Director will engage deeply in supporting and advising a wide range of students, ensuring that they learn and implement strategies for effective personal and community leadership. They will assume responsibility for numerous human resource functions, including identifying and hiring student and professional staff, as well as the recruitment and retention of volunteers. The Associate Director oversees a vast array of ongoing programs and initiatives utilizing a variety of skills to effectively manage, improve and develop relevant programs.

The Associate supervises the functions within the office including

1. Oversight of the daily operations of the department related to student leadership development, democratic engagement, and strategic assessment.
2. Build collaborative relationships with the department, across EMSA division (Enrollment Management & Student Affairs), College Campus, and among

off-campus partners with a focus on student engagement, retention, and learning.

3. Development and oversight of student payroll and office budget.
4. Provides appropriate supervision to office support professionals, professional staff, graduate students, interns, and student employees.

Minimum Qualifications:

- Master's degree by time of appointment in Higher Education, College Student Personnel, Counseling, or Administration from a college or university accredited by the U.S. Department of Education or an internationally recognized college or university.
- 2 years of direct professional experience working with student leadership and democratic engagement or an equivalent combination of education and experience.
- Experience in design and implementation of interculturally competent programs, assessments and program evaluation, team leadership, and project management.
- Knowledge of the fundamental principles of student development is essential, as is an understanding of the principles of higher education within the context of a vibrant public comprehensive college.
- Ability to simultaneously show initiative in day-to-day functions and work independently and function as part of a team.
- Ability to handle several tasks simultaneously and to prioritize these tasks efficiently.
- Excellent communication and time management.
- Experience working with students and colleagues from diverse backgrounds including BIPOC students, LGBTQ students, first-generation students, students with disabilities, and other underrepresented groups.

Preferred Qualifications:

- Proficiency in Microsoft Office (Word, PowerPoint, Outlook, Excel, OneDrive, SharePoint, Teams), web management, Zoom, as well as digital publication applications.
- Knowledgeable of popular social media applications such as Facebook and Instagram.
- Energy and enthusiasm for working in a collaborative, vibrant, and creative environment is a must.
- Adobe Creative Suite familiarity.

Work Schedule: M-F day hours, some nights and weekends

Salary and Benefits: Minimum salary: \$72,659. May be benefits eligible; more information at Careers@Brockport. This position is not eligible for visa sponsorship.

Application Information:

Visit jobs.hr.brockport.edu to complete an application including your letter of application that addresses required and preferred qualifications, resume/CV, and contact information for three professional references.

Web: <https://careers.pageuppeople.com/788/cw/en-us/job/496159/associate-director-for-leadership-and-democratic-engagement>