

From ILA's Leadership Jobs Board

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Assistant Director of Student Engagement *Eisenhower Institute at Gettysburg College*

Gettysburg College, in historic Gettysburg, Pennsylvania, seeks an innovative, forward-thinking individual with a strong background in program management to serve in this 12-month, full-time position as Assistant Director of Student Engagement. Gettysburg College is a highly selective, residential undergraduate liberal arts college, which enrolls approximately 2,400 students. This position reports to the Executive Director of the Eisenhower Institute.

The Assistant Director of Student Engagement is a senior member of the Eisenhower Institute staff, and plays a key role in executing its mission: connecting students with experts and practitioners to address public policy issues through critical analysis, creative problem solving and project-based learning. This individual is primarily responsible for managing multiple co-curricular, experiential learning programs: fellowships, seminars, projects with outside partners and study trips. This person is the central resource for program leaders and participants, and contributes to overall Eisenhower Institute programs and operations.

Primary responsibilities include:

- **Program Management:** Oversee assigned student programs in Gettysburg. Work with faculty and nonresident program leaders to develop topics, descriptions, schedules projects, presentations and travel experiences. Promote programs via website, social media, email, posters, personal connections and class visits. Design applications and assist with review. Schedule group sessions, assigning student workers as needed for on-site support. Facilitate program-sponsored speakers, panels and events. Track and report program budgets monthly.
- **Program Support:** Primary liaison for faculty experts, nonresident experts and student participants. Advise students with conflicts, challenges or barriers to participation. Build strong working relationships with program leaders to facilitate professional learning experiences in an academic environment.
- **Program Development:** Analyze program assessments with the Executive Director, revising offerings as needed. Onboard new program leaders, ensuring that plans meet the Institute's goals and criteria.
- **Travel Planning:** With program leaders, design impactful travel experiences that foster observational and experiential learning. Work with administrative assistant and vendors to confirm transportation, accommodations, dining, tours, etc. Ensure that program leaders and travel assistants are CSA trained. Verify that student travelers are cleared to travel by offices governing academics, health and conduct. Complete and submit all required travel documents required by the College, providers, vendors and governments. Provide resources to travelers needing Visas. *Must be available to travel domestically and internationally.*

This individual will also:

- Help coordinate campus wide virtual and in-person campus events.
- Supervise Gettysburg office staff and operations in the absence of the Executive Director.
- Provide input for overall Institute budgeting, financial tracking and reporting.
- Assist with website updates, social media posts/graphics, posters and email updates.
- Prepare materials and take notes for biannual advisory council meetings and faculty forums.
- Represent the Institute to external constituencies.

Collaboration and teamwork is an expectation of Eisenhower Institute staff. The successful candidate will work with colleagues across the College to create a dynamic student experience. This role requires a student-centered approach, with a demonstrated track record of and passion for working with students. The successful candidate will have excellent written and verbal communication; strong organizational skills; creative problem-solving; meet deadlines; and work independently with initiative. Confidentiality is critical. This role requires discreetly handling sensitive information.

The Eisenhower Institute is interested in candidates with a demonstrated commitment to the [mission, vision and values](#) articulated in our recently completed 5-year Strategic Plan. The Assistant Director of Student Engagement will play a key role in developing and executing strategies to support two of the plan's four key priorities: expanding Washington opportunities, and strengthening student programs. In particular, we seek candidates with a demonstrated commitment to building an inclusive, equitable and diverse community where underrepresented students will thrive. Information about the College's commitment to diversity, equity, and inclusion is available from the [Office of Diversity and Inclusion](#).

Effective outreach is key to the success of the Institute's programs. The successful candidate will be skilled using both electronic and interpersonal communications to promote programs to students, faculty, staff and external audiences. This includes the ability to learn and use office and meeting software; project management and design software; and social media and media management platforms.

The Institute seeks candidates with a Bachelor's degree and 2-5 years of program management or related experience. In lieu of educational qualifications, candidates with 5+ years of experience managing programs, especially experiential learning in a college environment, are also encouraged to apply. Competitive candidates will demonstrate a track record or high degree of interest in public policy and civic engagement. Group travel experience with students is a plus.

This is a full-time, 12-month administrative position, primarily based in Gettysburg with periodic work in the Washington, D.C. office. Salary is commensurate with experience and is complemented by a benefits package including medical and dental insurance, paid time off, flexible spending accounts, 403(b) retirement contribution, dependent tuition benefits, and parental leave. See the College's Human Resources Benefits page for details and eligibility requirements. A hybrid work schedule is available under the College's [Remote and Hybrid Work Policy](#).

Visit our website to [submit application materials](#) (cover letter, resume and contact information for three professional references) through our on-line system. Application materials received by **December 31, 2022** will receive full consideration. Gettysburg College is committed to creating a more diverse community. As part of that process, the College encourages candidates from historically underrepresented groups to apply.

Gettysburg College, an equal opportunity employer, complies with all applicable federal, state, local laws and regulations regarding nondiscrimination. All qualified applicants will receive consideration for employment and admission. The College prohibits discrimination and harassment, and provides equal opportunity without regard to race, ethnicity, color, religion, national origin, disability, veteran status, marital/familial status, possession of a General Education Development Certificate (GED) as compared to a high school diploma, sexual orientation, gender identity, gender expression, sex, age, or genetic information in all aspects of employment, educational programs, activities, and admissions. Pursuant to Title IX of the Education Amendment of 1972, Gettysburg College prohibits discrimination on the basis of sex (i.e., which includes but is not limited to the prohibition of sexual misconduct and relationship violence, including sexual assault and harassment) in all of its educational programs and activities.