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Director of Student Leadership, Involvement & Community Engagement

Colorado State University

Location: Fort Collins, Colorado, USA

Closing Date: To ensure full consideration, applications must be received by 11:59pm (MT) on 8 April 2024

Apply at: <https://jobs.colostate.edu/postings/141859>

**Director of Student Leadership, Involvement & Community Engagement  
Current Position Description**

**Description of Work Unit:**

The **Student Leadership, Involvement & Community Engagement** (SLICE) office is located in the heart of the Lory Student Center.

SLICE offers a broad range of programs and services for Colorado State University students, faculty, staff, and the community in the areas of leadership development, involvement, basic needs security programming and community engagement. Through the programs at SLICE, students can find both support and resources to graduate as engaged, active participants and leaders in their local, national, and global communities. The work of SLICE staff members is guided by and in alignment with CSU's **Principles of Community**, the **Division of Student Affairs** Values, and the **Lory Student Center** Mission. The office mission is "In solidarity, we are unyielding in our commitment to: identify and critically reflect upon oppressive systems that perpetuate harm in order to construct and foster belonging within purposeful communities. We envision an equitable and just society."

The mission of the **Lory Student Center** (LSC) is to serve as a student-centered organization at the heart of campus, providing programs and services that create an inclusive community and inspire active, engaged learning. As an auxiliary enterprise within the Division of Student Affairs, the LSC is a comprehensive student union recognized nationally as one of the leading university centers. The LSC annual operating budget is approximately \$40 million. Nearly 125 full-time career staff and 650 student and hourly staff serve approximately 24,000 people entering the facility on a daily basis and hosts approximately 13,000 annual events and meetings. Areas within the Lory Student Center include the CSU Bookstore; Campus Activities; Lory Dining Services; Marketing; Operations; Student Leadership, Involvement & Community Engagement; and an extensive array of business and service partners.

**Colorado State University**, founded in 1870, is among the nation's leading land-grant universities and enrolls approximately 34,000 undergraduate, graduate, and professional students. Located an hour north of Denver, Fort Collins is a vibrant community of approximately 165,000 residents that offers the convenience of a small city with the amenities of a metropolitan area nearby. Fort Collins is situated on

the Front Range of the Rocky Mountains with views of 14,000-foot peaks, and offers access to numerous cultural, recreational, and outdoor opportunities.

Colorado State University offers a wide array of [benefits](#) for you and your family. The University contributes toward the cost of several benefit plans including health, dental, vision, life, disability insurance, tuition, and retirement.

Learn more about CSU: [Our Community](#), [Our Perks](#), and [Our Purpose](#)

Learn more about: [Fort Collins](#)

CSU is committed to building a diverse and inclusive community where unique experiences are valued and everyone has the opportunity to contribute. Research has continuously shown that women and people of color are less likely to apply to jobs unless they meet *all* of the listed preferred qualifications. We want to help overcome this trend and seek to make space for unique and relevant skills and attributes. So, when applying, rest assured that your application is reviewed by a living, breathing human being and evaluated based on key competencies needed for success in this position.

**Position Summary:**

The Student Leadership, Involvement & Community Engagement (SLiCE) office is a vibrant student hub designed to center student success by providing programs, services, and initiatives that support and encourage student engagement and learning. The office and staff create opportunities for students to build capacity for engagement and establish collaborative relations. Broadly this includes registration and recognition for 500+ student organizations including student government advising and support as well as student involvement advising; community engagement programs including basic needs support including Rams Against Hunger programs with an on-campus food pantry; the President's Leadership Program along with the Interdisciplinary Studies Leadership Minor; and co-curricular leadership development programs.

The SLiCE Director provides visionary and administrative leadership for the office, empowering space for engagement and fostering a culture of belonging in support of multiple and intersecting identities of CSU undergraduate and graduate students. The Director supervises the SLiCE professional and student staff, co-creates and executes the department strategic plans, co-develops and manages the department budget as a reflection of department values, manages external relations and communications, and assists in raising funds to support programs. This position develops relationships and collaborates with academic departments, Division of Student Affairs partners, various campus entities including Office of General Counsel, Office of Risk Management & Insurance, CSU Police, Procurement Services, etc., community partners, student groups, and state, local, and national organizations, in order to carry out the mission of SLiCE to engage students.

As a member of the LSC Leadership Team this position contributes to the vision and leadership of the LSC with a focus on creating an inclusive environment. This occurs through the development and implementation of LSC strategic department goals, decisions regarding personnel management, fiscal management, and policies and procedures for departmental programs, service functions, and facility operations. The Director is a direct report to the LSC Associate Executive Director of Engagement & Talent Development.

The Director has an abiding commitment to serving the diverse needs of the University community, the active promotion of an equitable and inclusive environment, and the development and enhancement of collaborative relationships with a variety of community-based, philanthropic; and governmental organizations.

Some weekend hours and evening hours dependent on programmatic offerings, University calendar, area requirements, or department/university events are required.

### **Personnel Management:**

Direct Reports:

5 FTE Administrative Professionals positions:

- Assistant Director for Curricular Leadership
- Assistant Director for Co-Curricular Leadership
- Assistant Director for Involvement
- Assistant Director for Community Engagement
- Program Manager for Basic Needs

Indirect Reports:

- 4 Program Coordinators
- 1 Office Manager
- 1 Accounting Manager
- 1 Accounting Support
- 1 Graduate Assistant
- Oversight for an average of 30-40 student employees

Decision Making:

- Hiring authority for five FTE Administrative Professionals positions: makes hiring decision, conducts mid-year and year-end performance evaluations, and makes salary decisions (negotiates hiring salary and determines annual merit increases); oversight for personnel management of all department FTE and student staff
- Develop and implement SLiCE vision, mission, values and strategic goals aligned with the LSC and University strategic plans centering diversity, equity, belonging and inclusion
- Budget development, management, approvals totaling approximately \$2m annually; department signature authority for all accounts, financial requests, and equipment/supplies procurement; complete Student Fee Review Board (SFRB) budget request forms and determine all necessary information to present and provide to SFRB members
- Final authority for decisions regarding all operations for SLiCE programs, services, and events policies and procedures
- Develop and implement socially just assessment plans for annual SLiCE programs, services, events; analyze data to make improvements and identify fiscal efficiencies; coordinate the completion of the SLiCE program review every five years

- Connect staff to leadership development opportunities for FTE and student employees, including personal and professional training, centering diversity, equity, inclusion, belonging, and accessibility behaviors, skills and competencies which facilitate personal and professional growth and development
- Approve all SLiCE program and service policies and procedures, including those associated with registered student organizations
- Coordinate outreach efforts with the offices of the President, Provost, Vice President of Student Affairs, and other key campus stakeholders. Engage external constituents with SLiCE programs; increase the presence of SLiCE through effective marketing and public relations; oversee staff who coordinate SLiCE press releases, social media, and departmental website; and strategically plan and implement outreach efforts
- Advise campus constituents on CSU's Free Speech and Peaceful Assembly policy standards of conduct by interacting with campus community members regarding the LSC Plaza
- In collaboration with SLiCE staff, work closely with Development Director to manage SLiCE, student organization, and President's Leadership Program donor relations, cultivate prospects, and oversee coordination and execution of special events to recognize all internal and external constituents
- Ensure the annual selection of and fund distribution for four scholarships
- Provide equitable and inclusive leadership development opportunities for registered student organization members, including personal and professional development training and skill development. Provide advice to student leaders as they pursue their goals and initiatives and assist them in networking with appropriate University and community leaders

**Minimum Qualifications:**

- Earned Master's degree in Student Personnel, Higher Education, Student Affairs in Higher Education, or related field
- 6 or more years of progressive full-time experience in Higher Education/Student Affairs Administration
- Demonstrated leadership of diversity, equity, belonging and inclusive excellence
- Comprehensive knowledge and application of student development, leadership theory, service learning, and organizational behavior
- Demonstrated experience with personnel management/supervision, fiscal management, risk management, and fundraising

**Preferred Qualifications:**

- Demonstrated experience with program planning, administration, and implementation of community engagement programs, and collegiate curricular and/or co-curricular leadership development programs
- Demonstrated experience with social justice educational programming on topics related to intersectionality, power, privilege and oppression across multiple identities (i.e. race, ethnicity, gender, sexuality, class, disability, etc.)
- Demonstrated ability to establish and maintain collaborative working relationships with a wide variety of campus departments

- Demonstrated interpersonal skills including experience with one-on-one interactions, working on a team, and interacting with a broad range of constituents (alumni, community members, donors, public entities, etc.)
- Demonstrated experience advising and/or working with student government
- Demonstrated experience with analyzing and resolving conflict, team building, and facilitating group dynamics
- Demonstrated success in grant writing and/or proposal development
- Demonstrated proficiency in written communication skills such as reports, proposals, professional correspondence, presentation content materials, etc.

### **Essential Job Duties:**

#### Leadership (40%):

- Serve as a member of the LSC Leadership Team contributing to: development and implementation of the LSC vision, mission, values aligned with University strategic plans that benefit the growth and development of students; development and implementation of LSC strategic plan goals; decisions regarding personnel management, fiscal management, and policies and procedures for departmental programs, service functions, and facility operations with a focus to create an inclusive environment; serve on LSC committees and initiatives that promote community within the LSC; represent LSC on Division, University, and external committees
- Final authority for decisions regarding all operations for SLiCE programs, services, and events; develop, implement, and evaluate organizational policies, procedures, and protocols
- Lead overall design and development of SLiCE team including staff meetings and office retreats; guide and support student staff development, area retreats, and community trainings
- Establish data-driven programmatic goals and benchmarks and designs that operationalize an accountability framework to measure and evaluate the impact and effectiveness of SLiCE programs, services, events, etc. Analyze, organize, and communicate data to students and stakeholders. Identify deficiencies and where efficiencies can be implemented; link assessment outcomes to the SLiCE vision, mission and values to assess if student needs are being met and department commitments are being enacted; assess professional best practices from peer institutions to determine growth and enhancement opportunities of programs and services
- Oversee development of SLiCE progress reports, fiscal and year-end program reports, and coordinate the 5-Year Program Review for the Division of Student Affairs
- Lead strategic planning and goal setting processes for SLiCE, ensuring alignment with the **University's** mission, the **Division of Student Affairs** mission and values, the **Lory Student Center's** mission and values, commitment to the **Principles of Community**, and benefiting the holistic growth and development of students
- Facilitate the ongoing development, refinement and implementation of the office strategic vision and mission that supports leadership education, training, and involvement; community engagement; and student organization support – through classes, programs, training retreats, volunteer opportunities, formally organized student groups, office services, etc., ensuring priorities align with diversity, equity and inclusion, behaviors, skills and competencies which facilitate personal and professional growth and development
- Develop and foster collaborative, inclusive partnerships with University and community offices and departments to provide top quality involvement opportunities for CSU students, balancing the needs and desires of local partners with the interests and academic requirements for students and faculty

- Create development plan for SLiCE. Collaborate with Student Affairs Development staff and SLiCE staff on all fundraising and grant writing efforts for initiatives that include SLiCE programs, such as the President's Leadership Program and Rams Against Hunger
- Ensure SLiCE engages its alumni through regular communications and opportunities for interaction with current students
- Liaison with Office of General Counsel, Office of Policy and Compliance, and Office of Risk Management and Insurance regarding legal, policy application, and risk management issues related to SLiCE and Registered Student Organization program pre-planning and inquiries; equitably interpret and administer University policies and procedures applicable to SLiCE programs, services and events; advocate for needs of students as University policies and procedures are drafted and reviewed
- Oversee the coordination of the Keith Miser ASCSU Student Leader Scholarship, Berghoefer, Gutierrez scholarships, and the Albert C. Yates Scholarship in coordination with the ASCSU Pacesetter program. This includes application development, marketing, selection committee coordination, and all necessary communication with applicants and appropriate University departments
- Oversee communications for all external relations, coordinating communication with appropriate University offices and media outlets
- Advise campus constituents on CSU's Free Speech and Peaceful Assembly policy standards of conduct by interacting with campus community members regarding the LSC Plaza; coordinate communication with designated staff on Plaza occurrences; determine solutions and apply appropriate responses to safety/risk management concerns; field inquiries and refer to appropriate University resources; stay abreast of national news and legal efforts regarding Free Speech and Peaceful Assembly policies on college campuses and apply knowledge in decision making and policy changes
- Contribute to and advocate for the LSC SHAPE Training & Talent Development program by supporting staff training planning and execution, program attendance, and committee membership to further support the mission and purpose of the LSC.
- Support LSC colleagues and actively model a collegial work environment by demonstrating equity, inclusion, diplomacy
- Embrace and apply the tenets of a team model with professional and student staff to sustain an inclusive work environment that fosters a culture of belonging in support of multiple and intersecting identities
- Meet regularly with supervisor to provide updates, seek guidance/input, and provide feedback
- Serve as a member of the Division of Student Affairs Director's Team

#### **Personnel Management (25%):**

- Hiring authority for 5 FTE Administrative Professionals positions: recruit, makes hiring decision, on-board/train, supervise, conducts mid-year and year-end performance evaluations, and makes salary decisions (negotiates hiring salary and determine annual merit increases); oversight for personnel management of all department FTE and student staff
- Analyze staffing needs while considering budget, best practices for programming and special events; determine staffing adjustments and analyze outcome to enhance efficiencies
- Oversee talent acquisition including writing, reviewing and updating position descriptions annually; train FTE supervisors on best practices for recruitment, conducting searches, orientation/on-boarding, and employee training/professional development

- Mentor and role model all staff in relation to performance expectations, professional development, and student staff development/leadership
- Coordinate, design and/or deliver opportunities to increase staff morale; create and maintain an inclusive and welcoming work environment where all employees' multiple and intersecting identities are valued and recognized; build employee relationships and facilitate conflict resolution
- Conduct regularly scheduled meetings with direct reports to provide guidance and support for achieving annual work goals, resolving issues, and facilitate networking with colleagues
- Meet regularly with indirect reports and student staff to build relationships and co-create a supportive team environment
- Connect staff to leadership development opportunities, including personal and professional training and skill development with an emphasis on diversity, equity, inclusion and belonging awareness, behaviors, skills and competencies
- Foster an organizational culture that embraces the **Principles of Community**, including inclusion, integrity, respect, service, and social justice

#### **Advising & Development (20%):**

- Provide guidance and foster leadership development experiences for members of Registered Student Organizations on strategic planning, policy development, human resource management, diversity, equity, inclusion and belonging learning, complex issues, assessment collection and skill development
- Serve as a member of the Associated Students of Colorado State University (student government) Advisory team
- Provide sound fiscal stewardship guidance to student leaders
- Serve as a liaison between student leaders and University leadership and community leaders in relation to program initiatives, policy development, and responses to current issues
- Establish and maintain collaborative working relationships with student leaders embracing the **Principles of Community**, including inclusion, integrity, respect, service, and social justice
- Strategically engage student leaders as they graduate to be active alumni by bridging opportunities to continue to serve CSU through their time, talents, and/or treasures

#### **Financial Coordination (15%):**

- Provide leadership and decision making related to sound fiscal stewardship for SLiCE: development, management, and approvals totaling nearly \$1.5m annually; Signature Authority for all accounts, financial requests, and expenditures
- Request annual budget from the Student Fee Review Board providing guidance on the development of all necessary fiscal documents, presentations, and financial assessment data
- Analyze department expense reports and counsel staff on budget management and fiscal responsibility throughout fiscal year aligning expenditures with department values
- Manage SLiCE donor relations, including the cultivation of prospects and coordination of special events to recognize all internal and external constituents that give to the office both financially and in-kind
- Request annual President's Leadership Program budget from partners including the Office of the President, Provost, Vice President of Student Affairs, and Lory Student Center. Complete all necessary paperwork and reports associated with funding

- Oversee student organizations budgets, including student government, totaling over \$1m by collaborating with Accounting Managers in reviewing expenditures, and approving transactions