

From ILA's Leadership Jobs Board
<https://ilaglobalnetwork.org/jobs-board/>

Associate Director of Leadership & Community Engagement

Job ID: 272042

Location: Statesboro, Georgia

Full/Part Time: Full Time

Regular/Temporary: Regular

About Us

Join Our Team at Georgia Southern!

Georgia Southern is a dynamic university with three vibrant campuses in Hinesville, Savannah and Statesboro serving the communities in Southeast Georgia. As a Carnegie Doctoral/R2 institution, our world-class scholars instruct about 26,000 students in associate's, bachelor's, master's and doctoral level degree programs. Whether you are seeking the charm of a small town, the traditions of a historical/urban destination near the beach or supporting our military service members and their families, Georgia Southern offers its faculty and staff the best of all worlds!

Beyond an ideal location, there is a place for you to work in an exciting environment abounding with opportunities for personal and professional growth. We are steeped in tradition and devoted to academic distinction in teaching, scholarship and service. In 2018 Forbes Magazine listed Georgia Southern, along with 10 other Georgia companies or institutions, as one of America's Best Midsize Employers. Georgia Southern University is passionate about serving our region while preparing our students to be lifelong scholars, leaders, and responsible stewards of their communities and the world.

To learn more about Georgia Southern's Vision, Mission and Values please click here:
<https://president.georgiasouthern.edu/performance-excellence/mission-values/>

Location

Statesboro Campus - Statesboro, GA

Department Information

Office of Leadership & Community Engagement

Job Summary

Serve as vital member of Office of Leadership & Community Engagement. Act as operations leader for leadership education programs and sustainability programs in the Office of Leadership & Community Engagement, while serving as the department's lead on assessment and marketing efforts.

Responsibilities

- Represent the department and Georgia Southern at various on and off campus events
- Make strategic, procedural, and developmental recommendations for the programs and provide overall leadership and vision for the creation, administration, and evaluation of a comprehensive leadership development and sustainability program
- Design, implement, maintain, assess leadership education initiatives for continual improvement
- Supervise at least two (2) Graduate Assistants and two (2) professional staff
- Enforce departmental internal procedures and controls
- Coordinate leadership training for departments and student organizations, including internal training for graduate assistants and student leaders
- Coordinate departmental assessment efforts including annual assessment of department's impact and key performance indicators
- Coordinate course schedule each semester for Lead course offerings and teach at least one course per academic year
- Formulate strategies for developing and implementing programmatic budgets

Required Qualifications

Educational Requirements

- Master's Degree

Required Experience

- Five (5) or more years of related work experience
- Team building and facilitation experience

Preferred Qualifications

Preferred Experience

- Teaching experience in higher education
- Program development, implementation and assessment experience

Proposed Salary

\$50,000 - \$63,700

This is an exempt position paid on a monthly basis.

Required Documents to Attach

- Resume
- Cover Letter
- Two (2) Professional References

Knowledge, Skills, & Abilities

ABILITIES

- Consistently exhibit engaging customer service
- Ability to support various constituencies served by the University
- Proven proficiency with computers including Microsoft Office, Google, and/or applications as required for specific position
- Ability to adjust to a fast-paced and ever-changing environment
- Ability to multi-task and stay organized

KNOWLEDGE

- Adhere to University policies and procedures to meet Institutional goals and support University's mission for student success

SKILLS

- Effective communication (verbal and written), organizational and human relations skills

Apply Before Date

May 28, 2024

Application review may begin on May 14, 2024.

Contact Information

For more information or questions about a job posting, please contact the Department of Human Resources by phone at (912) 478-6947 or by email at <mailto:hrservice@georgiasouthern.edu?subject=Job%20Opening%20Questions>.

For technical support, please call the Shared Services Center at (877) 251-2644 or <mailto:oneusgsupport@usg.edu?subject=Job%20Opening%20Questions>.

Conditions of Employment

Offers of employment are contingent upon completion of background investigation including a criminal background check demonstrating your eligibility for employment with Georgia Southern University, as determined by Georgia Southern University in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Applicants may be subject to a pre-employment drug test.

Offers are made expressly subject to the applicable federal and state laws, to the statutes, rules and regulations of this institution and to the Bylaws and Policies of the Board of Regents (BOR) of the University System of Georgia (USG), which are available for your inspection upon request.

Legally authorized to work in the United States for the duration of employment without assistance from the University.

Must be able to perform duties and responsibilities with or without reasonable accommodation.

Georgia Southern University is a Tobacco and Smoke-Free Community.

Proof of valid driver's license upon hire and throughout employment.

Equal Employment Opportunity

Georgia Southern University provides equal opportunities to all employees and applicant for employment without regard to race, color, sex, sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. Individuals in need of reasonable accommodations under the America with Disabilities Act to participate in the search process should notify Human Resources: (912) 478-6947.

Other Information

- Must be able to perform duties and responsibilities with or without reasonable accommodation
- Work generally performed in an office environment
- Workweek may occasionally extend beyond 40 hours
- Occasional travel may be required

Background Check

- Position of Trust + Education

To apply, visit <https://apptrkr.com/5244317>

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