



# **Associate Director Student Engagement Pacific Lutheran University**

## **Position Purpose**

The Associate Director for Student Engagement is an integral member of the Student Engagement/ Campus Life team. The Associate Director provides leadership and accountability for the campus-wide collaboration necessary for an effective and impactful New Student Orientation; leads the collaborative effort to create and implement student transition expected learning outcomes, programs and assessment of impact; from incoming orientation through post-graduate preparation experiences. The Associate Director plays a key role in developing and realizing the vision and mission of Student Engagement/Campus Life as it contributes to the university mission at Pacific Lutheran University.

Campus Life is a jointly led close collaboration of Residential Life and Student Engagement within Student Life, a Division that strives for improved care and service to students through increased synergies and efficiencies. Through shared departmental leadership, vision and work, the Campus Life partnership enhances student learning, engagement and success at PLU.

## **Fundamental Duties**

### **New Student Orientation**

- Design, implement, and assess a university-wide new student orientation, to include a comprehensive series of programs (First Year, Transfer, International, and Family) in close collaboration with students, family members, faculty and staff. The orientation programs will engage the practical and developmental needs of students and their families during their transition to the PLU learning context.
- Develop culturally responsive approaches to address specific learning and transition needs and concerns of students and families from diverse backgrounds and prior learning experiences with the goal of increasing sense of belonging and agency in navigating the PLU environment.
- Manage recruitment, selection and training of student leaders involved in orientation.
- Oversee orientation budget of \$77,600.
- Develop, disseminate, analyze, and report assessment outcomes for continuous improvement of orientation. Include stakeholders in regular program review and related recommendations for improvement and responsiveness.
- Collaborate within PLU to develop, edit and publish student communication.

### **Transition Programs**

- Complete a needs assessment process to determine how to support students' transitional success within the PLU context and how to design programs to support this success. This process may include mapping, coordinating, interviewing, and conducting focus groups with campus stakeholders.
- Design, implement, and assess a comprehensive series of transition programs that supports students in developing the skills and experiences necessary to navigate transitions, including post-graduate transitions.
- Collaborate with relevant partners, including the academic First Year Experience Program, Commuter and Transfer Programs, Residential Life, Military Outreach, and Alumni & Student Connections, through all stages of transitions programs.
- Design and implement educational forums for campus stakeholders, including staff and faculty, to learn about student transitions and best practices for supporting students' transitions.



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### **Fundamental Duties (Continued)**

#### Supervision

- Supervise two Student Engagement Coordinators; provide regular professional development and feedback opportunities to ensure employees' contributions to student success, engagement and leadership learning.
- Supervise Student Orientation Coordinators; provide regular professional development and feedback opportunities to ensure student employees' contributions to student success, engagement, and leadership learning.
- Provide direction to orientation stakeholders, including student, staff, faculty, and community speakers and facilitators, in the planning and implementation of orientation functions.

#### General Student Engagement Functions

- Teach or co-teach a student success related course (PLUS 100).
- Work closely with the AVP Campus Life and Assistant Dean of Campus Life for Co-Curricular Learning and Assessment to identify and act on opportunities for enhanced student learning, engagement and success, within Campus Life and at PLU. Participate in departmental and divisional programs and events and serve on relevant committees and/or task forces.
- Be available to student leaders for consultation and support.
- Provide strategic, innovative, and efficient contributions to the shared work and outcomes of Student Engagement.
- Maintain appropriate breadth and depth of current knowledge necessary for responsive Student Engagement programs and services.
- Responsible, along with all Student Engagement/Campus Life, for continuous improvement of services and learning opportunities.
- Contribute as a full and active participant in Student Engagement/Campus Life, with working knowledge of New Student Orientation, Transitional Engagement, Vocational Exploration and programs, and all departmental programs and events.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

- Demonstrated understanding and conceptualization of diversity to include various intersecting identities that include, but are not limited to race, ethnicity, gender, sexual orientation, gender identity and expression, religion, age, ability, socio-economic status and additional salient identities.
- Demonstrated intercultural capacity and strength in designing and facilitating culturally responsive, equitable, and engaging programs and services.
- Demonstrated investment in student engagement, persistence, and success.
- Excellent oral and written communication and presentation skills.
- Ability to manage and perform effectively within a highly fast-paced and unpredictable environment while meeting appropriate deadlines.
- Knowledge of current trends in higher education, social justice and equity education, and student success and outcomes.
- Knowledge of Lutheran Higher Education frameworks and understandings of vocation and vocational discernment in a higher education setting.
- Able to collaborate effectively, with strong interpersonal communication, and to build trust and cultivate intentional and varied relationships.
- Ability to work independently with a high degree of initiative and ability to work as a contributing part of a team.



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**Knowledge, Skills and Abilities (Continued)**

- Budgetary experience.
- Supervisory experience.
- High level of confidence and adaptability with technology.

**Required Qualifications**

- Master's degree in College Student Affairs, Higher Education, or related field (preferred)

**For Additional Information**

- Refer to the Student Engagement Coordinator Search Page (<https://www.plu.edu/student-engagement/>)
- PLU Human Resources Employment Page (<https://www.plu.edu/human-resources/employment/>)
- Contact AVP for Campus Life Tom Huelsbeck ([tom.huelsbeck@plu.edu](mailto:tom.huelsbeck@plu.edu))