Vacancy Announcement
Director of Student Leadership & Engagement

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Since then, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

Develop a transformational, inclusive, and welcoming community for all students. Create an engaged student body that strives to become their best selves and seeks social justice, self-efficacy, community responsibility, and individual leadership. This senior leadership position promotes personal achievement, healthy relationships, wellness, and an appreciation for the diversity of human experiences.

Duties and Responsibilities:

Specific duties may include and are not limited to the following:

- Develop robust student programming emphasizing community formation, cultural awareness, social activities, and special programs.
- Promote a strong sense of belonging in all students through programming.
- Responsible for the oversight of all student clubs and organizations including student organization registration, training, advising, and programming. Also responsible for assisting club advisors in the advising of all recognized student organizations.
- Supervises all staff within the Student Engagement including the Student Leadership and Student Experience Coordinator, etc.
- Develop programs that support wellness, social growth, emotional health, and individual resiliency.
- Assist the Dean of Students in planning orientation, the new student experience, homecoming and other special university events.
- Coordinate and oversee crisis planning and the campus safety plan.
- Promote a positive school culture, encourage school spirit, and support student morale.
- Play an active and visible role on the campus, getting to know students individually, and encouraging their growth and development.
- Support the development of experiential and service learning opportunities and assist in the logistics of student travel.
- Provide training and support to the faculty in the areas of diversity, community engagement, student life, and inclusive practices.
- Prepares budgets, monitors expenditures, and completes all paperwork in a timely manner for all programs assigned and ensures proper maintenance of records.
• Serves as the primary advisor to the Student Government Association, Royal Court, and Registered Student Organizations
• Serve as the primary advisor to the Panhellenic Council and provide support to the elected officers.
• Oversee the curriculum and logistics for Fraternity & Sorority new member intake.
• Participates in departmental, division, and institutional goal setting, committees, and special projects.
• Perform other duties as assigned.

Qualifications:

• Must be able to perform diverse duties and responsibilities in a high-energy environment with the ability to respond to the changing needs and demands of the faculty, staff, and students.
• Must embrace diversity and create a department that is inclusive and accessible.
• Must be able to work nights and weekends as necessary.
• Excellent written and verbal communication, public relations, and customer service skills are essential.
• Ability to learn and utilize technology including an understanding of using social media to engage students.
• Must have strong event and project management skills.
• Knowledge of Jenzabar software a plus.

Required:

• Master’s degree, preferably in College Student Affairs, Higher Education Administration or Guidance and Counseling.
• At least three years post-secondary experience in professional student affairs/student development work.
• Excellent communication, interpersonal and counseling skills, including conflict resolution skills, and the ability to establish strong working relationships with faculty, staff and others.
• Demonstrated ability to exercise independent, sound, analytical/diagnostic judgments.
• Flexibility to manage complex roles, which require a broad base of knowledge.

Additional Requirements: A criminal background check will be conducted.

Preferred: Supervisory experience. PhD or EdD in Education, Higher Education Administration, Counseling or Clinical Psychology, College Student Personnel, or related area. Experience in student affairs in higher education

Salary: Commensurate with experience
Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu