



Marshall B. KETCHUM UNIVERSITY

Assistant Director of University Student Affairs

JOB SUMMARY

Are you a passionate student affairs generalist who enjoys juggling multiple tasks? If so, this is the position for you. We are looking for someone with a diverse and varied portfolio of experiences related to student engagement, student leadership development and career placement services. The Assistant Director reports to the Director of University Student Affairs. The primary function of this position is to coordinate all University co-curricular programming and student engagement activities. These functions include coordinating Peer Advisors, serving as an advisor to student government and coordinator of Career Development Services and the Student Leadership Development Certificate program in addition to developing future programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enhance existing and facilitate the development of new co- and extracurricular offerings for all students through the Student Achievement Center and Student Association. Maintain the Dr. Lorraine Voorhees Student Achievement Center Resource Room.
2. Recruit, hire, and assist students in all matters relating to activities programming, including Peer Advisors and Peer Advisor Coordinators, according to University policies, procedures, and expectations.
3. Advise the University Student Executive Council (USEC) and Student Association clubs and organizations. Maintain the Student Association Constitution and Bylaws, the Student Association Handbook, and the Student Association budget. Assist with the development of new clubs/organizations. Assist the Student Association committees in planning their yearly meetings and events.
4. Co-administrator for the campus engagement platform. Manage content, create forms, train students and faculty on the system, and troubleshoot issues.
5. Provide support services, advocacy, and development opportunities for students of various backgrounds and foster an inclusive campus community that promotes intercultural and interprofessional learning.
6. Coordinate the University orientation program and associated activities. Assist with activities on the day of commencement events.

7. Coordinate all Career Development Services for students including the online job board, resume/cover letter reviews, the annual MBKU Career Symposium, and all other related programs and initiatives.
8. Assist with planning events for University Student Affairs, including the Leadership Summit, Constitution Day, navigating professional school workshops, stress relief activities, and more.
9. Learning Management System administrator for Student Achievement Center and certificate and microcredential courses on topics such as leadership development, service learning, career readiness, and others. This includes managing the marketing, application process, tracking requirements, and ordering/presenting completion certificates and medals.
10. Manage the tabs of the My.Ketchum.Edu online portal for all incoming and current students. Co-editor of the Student Life content pages of the Ketchum.Edu website.
11. Support the conduct process by serving under the direction of the University Conduct Committee Chair(s).
12. Provides support to the Director in developing assessments and annual reports for co-curricular programs surveys, identifying trends, and contributing to other relevant reports.
13. Ensure security, integrity and confidentiality of data managed
14. Other duties/projects as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree
- Three (3) years of experience working in an educational institution
- Demonstrated commitment to advance equity, diversity and inclusion to ensure the success of groups historically underrepresented and underserved in higher education.
- Demonstrated leadership, organizational, interpersonal and communication skills

PREFERRED EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Master's degree
- Minimum of three (3) years of experience working in college student affairs or a related field in higher education. Two (2) additional years of relevant experience may substitute for Master's degree

- Direct experience working to advance equity, diversity and inclusion to ensure the success of groups historically underrepresented and underserved in higher education.
- Excellent organizational skills and the ability to coordinate and execute multiple concurrent independent projects in a fast-paced environment
- Commitment to solution-focused decision making and teamwork/collaboration
- The ability and willingness to work evenings and/or weekends to accommodate the activities related to job responsibilities
- Excellent presentation, interpersonal and written communication skills to establish a collaborative working relationship with a wide variety of students, staff and administrators
- Strong proficiency with MS Office (Outlook, Word, Excel and Power Point). Ability to learn basic computer programs and processes.
- Experience with learning management systems and campus engagement platforms.
- Excellent customer service skills, with the ability to handle difficult situations and individuals effectively using tact, diplomacy, and engagement

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.