

**Associate Director Leadership Development  
The University of North Carolina at Chapel Hill  
Office of Student Life & Leadership  
Carolina Union**

**The University**

The University of North Carolina at Chapel Hill, the nation's first public university, serves North Carolina, the United States and the world through teaching, research and public service. We embrace an unwavering commitment to excellence as one of the world's great research universities. Carolina prides itself on a strong, diverse student body, great academic opportunities, and a commitment to service.

**Student Affairs at Carolina**

Student Affairs serves the University of North Carolina at Chapel Hill in collaboration with academic programs by providing transformational opportunities for students in the areas of student life, health & wellness, leadership & service, and diversity. Student Affairs promotes student success, access, and inclusion by cultivating and leveraging partnerships with faculty, staff, and families as well as local, state, national, and global organizations. We challenge and enable our students to become compassionate and responsible citizens and leaders by fostering an accessible, inclusive, culturally diverse living and learning campus environment.

**Commitment to Diversity**

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran. For a complete list of the University's core diversity values visit <https://diversity.unc.edu/our-commitment/div-values/>.

**Carolina Union**

The Carolina Union creates safe, inclusive and educational experiences that enable students to maximize their time at Carolina. The many co-curricular programs, services and facilities supported by the Union are developed and operated with a focus to serve the students whose fees fund our organization and therefore are intended to impact the intellectual and experiential climate of the University and provide opportunities for campus members to engage in debate, conversation, interaction, and learning. Managed by 50 full-time staff and over 185 student employees, the Carolina Union builds a sense of community as a unifying force on campus and provides students the space and resources needed to put theory into practice. In the office of Student Life & Leadership, our mission is to create an inclusive Carolina community through engagement and intentional opportunities at UNC. Our mission is guided by our core values of authentic connections, collaboration, integrity, life-long learning, and social justice.

**Position Description**

The Associate Director Leadership Development leads a team of professionals, graduate coordinators and undergraduate staff to provide leadership, direction and support through programmatic and strategic efforts for a comprehensive curricular and co-curricular leadership development program. Under the leadership of the Director for Student Life and Leadership, the Associate Director will create the ongoing visioning, development, and assessment of leadership experiences inside and outside of the classroom. The Associate Director Leadership Development serves on larger campus committees and initiatives to guide best practices for student leadership development. This position will provide mentorship, and supervision to undergraduate and graduate students, and may also serve as an instructor for Leadership courses in the School of Education as responsibilities included in the position.

### **55% Student Learning: Education and Outreach**

- Provide leadership, direction and vision for all curricular and co-curricular leadership development programs, which includes the North Carolina Fellows Program, the development of an Interdisciplinary Leadership Studies Minor, Academic Courses, Workshop Series, SPARK Womxn of Color Retreat, Carolina United Multicultural leadership program, ACC Leadership Programs, UNC Civic Engagement Student Working Group, etc;
- Coordinate EDUC leadership development courses for Student Affairs in partnership with the School of Education as a part of the development of a Leadership Minor;
- Design a comprehensive leadership education curriculum, coordinate and facilitate monthly meetings for the Leadership Educators Group;
- Develop and implement new initiatives that result in augmenting and extending leadership and learning outside of the classroom;
- Lead and direct leadership development training sessions for campus departments;
- Manage North Carolina Fellows Program donor relations, including the cultivation of prospects and coordination of special events to recognize all internal and external constituents that give to the program through both financial donation and in-kind;
- Educate students regarding the philosophical alignment of core values to coincide/align with Student Affairs and the Carolina Union mission statement;
- Develop and assess learning outcomes and goals for all programs under the leadership development umbrella;
- Remain current on trends that support student development and practice;
- Direct and lead programs that increase student involvement, leadership, and service.

### **25% Supervision**

- Supervise the Leadership Development staff, including two full-time program coordinators, one graduate coordinator, and 6-8 undergraduate student employees;
- Responsible for interim and annual evaluation of staff; provide individual and collective professional development plans;
- Meet weekly with the full staff and direct reports and create a supportive environment for personal and professional growth.

### **20% Student Life & Leadership Management Team**

- Serve as a member of the management team of the Carolina Union's Student Life and Leadership team. Participate on Student Affairs, University, and/or community committees, coalitions, task forces, and/or search committees;
- Serve as the advisor for Graduate & Professional Student Government;
- Serve as a liaison with other specific campus partners;
- Contribute to the planning of the Student Life and Leadership budget and determine financial resources needed to implement annual projects;
- Secure funding outside of the Student Life & Leadership budget to support department programs.
- Attend staff meetings and other meetings as scheduled;
- Perform other duties as identified with supervisor to enhance professional development and/or the success of program areas/department.

### **Educational Requirements**

Master's Degree in College Student Personnel, Higher Education Administration, or College Student Development or related degree. Ph.D. in College Student Personnel, Higher Education Administration, or College Student Development or related degree is preferred.

### **Qualifications and Requirements**

- 5-7 years of work-related experience (two years of graduate assistantships equals one year of experience) ideally with a focus on student development or higher education administration;
- Demonstrated expertise working with diverse student populations and fostering inclusive environments within an educational setting;

- Demonstrated understanding of issues of diversity, inclusion, and equity; demonstrated leadership and effectiveness in promoting respect and appreciation for diversity and pluralism among students and staff;
- Ability to utilize technology in the delivery of student programs;
- Commitment to working within an innovative environment that is focused on the education of individuals and groups of college students within a college union setting through the development of cohesive employee staffs and other leadership initiatives;
- Excellent organization, interpersonal, and oral/written/presentation skills;
- Demonstrated ability and willingness to work evening and weekend hours.

#### **Preferred Qualifications and Experience**

- College Union experience in order to provide familiarity with assessment functions for a student development program is preferred;
- Experience in developing learning outcomes, and assessment plans and conducting assessment projects is preferred;
- Ability to utilize technology in the delivery of student programs preferred;
- Ability to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands;
- Knowledge of student development theory, issues, and trends in the field;
- Working knowledge of best practices in Student Affairs;
- Demonstrated ability in assessment of student services and use of assessment results to make changes that improve the delivery of services and programs for students;
- Strong problem-solving and interpersonal skills and the ability to drive innovative thinking;
- Expertise to develop, articulate and implement a vision for a student activities and leadership development area;
- Experience in assessment of educational outcomes in student activities and leadership;
- Experience with assessing the risk associated with student events and programs;
- Experience working with, and creating budgets;
- Experience working effectively with administrative and academic partners within the University.

#### **Salary**

Salary is salary commensurate with education and experience; high 60s to low 70s.

#### **Application**

Application materials must be submitted online and include a cover letter, resume, and a list of references. The application and additional information including closing date is available at <http://go.unc.edu/AssociateDirector> . Anticipated starting date is July 6, 2021.

#### **Additional Information**

For additional information about this position, please contact Haydée Marchese, [marchese@unc.edu](mailto:marchese@unc.edu). Additional information about the Carolina Union can be obtained at our website at <http://carolinaunion.unc.edu/>.

**The University of North Carolina at Chapel Hill is an equal opportunity employer that welcomes all to apply, including protected veterans and individuals with disabilities**