

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Assistant Director of Student Development (Unclassified)

**Requisition Code:**

492884

**Location:**

Galloway, New Jersey

**Job Category:**

AFT Professional Staff

**Department:**

Student Development

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

**Work Hours:**

Varies

**Posted Date:**

11/21/2023

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout Southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.stockton.edu](http://www.stockton.edu).

Faculty and staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. The University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Brief Job Overview/Summary:**

in alignment with the strategic priorities of the Division of Student Affairs and those of the University, Stockton seeks an individual with experience advising programming boards, including development of a comprehensive programming model reflective of Stockton's diverse student population, concert management experience, and experience training student leaders on topics, such as event planning, budgeting, risk management, marketing, and assessing student needs. Successful candidates should demonstrate passion and commitment to diversity and inclusive student success.

### **Descriptions of Essential Duties/Responsibilities:**

- Serve as a primary advisor to the Stockton Entertainment Team and assist with the coordination and development of comprehensive programming model reflective of Stockton's diverse student population.
- Oversee Stockton Entertainment Team budget by assisting with University purchasing and contracting processes, including monitoring revenue, and ensuring funds are used appropriately, fairly, and efficiently.
- Oversee all aspects of annual major concert, including market research, building, technical, and day of production needs.
- Provide ongoing training to Stockton Entertainment Team members on topics, such as event planning, budgeting, risk management, marketing, and assessing student needs.
- Serve as advisor to assigned recognized student organizations.
- Assist in the development of training programs for recognized student organization officers.
- Provide onsite support and assistance for evening and weekend programs, as needed.
- Coordinate and develop leadership, cultural, and social justice programs, in collaboration with campus partners.
- Assist in the planning and support of collaborative, University-wide programs, including New Student Orientation, Welcome Week, Grad Send-Off, University Weekend, etc.
- Assist in recruitment, training, and supervision of paraprofessional and graduate staff.
- Assist in the development of student learning outcomes, retention activities, and assessment projects for the Office of Student Development.
- Collaborate with campus partners to support student life, student success, and retention initiatives.
- Other duties as assigned.

### **Required Qualifications:**

- Earned Master's degree from an accredited institution.
- 1-3 years of professional experience in a higher education setting.
- Experience advising or supervising student groups.

### **Preferred Qualifications:**

- Earned Master's degree in Higher Education/Student Affairs from an accredited institution.
- 3-5 years of professional experience in student affairs.
- Experience with programming boards, concert production, and purchasing/contracting processes.

- Experience with developing leadership, cultural, and social justice programs.

**Knowledge, Skills, & Abilities:**

- Must be able to lift 25 pounds.

**Screening Information:**

Screening of applications begins immediately and will continue until the position is filled.

**How to Apply:**

To apply, please visit <https://employment.stockton.edu> or click the “apply” button.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609)-292-4144, option 3.

Click [here](#) to apply. Email all necessary documentation to [Stockton.same@stockton.edu](mailto:Stockton.same@stockton.edu).

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments.
- Current resume or curriculum vitae.
- Unofficial graduate transcripts.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King

Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.