



Job Posting

Job Title: Lead Campus Life Advisor (SSP IV)
Job ID: 104037
Location: Sonoma State University (Rohnert Park, CA)
Full/Part Time: Full-Time
Regular/Temporary: Regular

About Sonoma State University

Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Department Name

Center For Student Leadership, Involvement and Service (CSLIS)

Application Deadline

First review of applications will be at 8 am on October 7, 2015. Applications received on or after the first review date may not be considered.

Responsibilities

Under general supervision of the Director, Center for Student Leadership, Involvement and Service (CSLIS), it is the responsibility of the Lead Campus Life Advisor (CLA) to serve as the primary advisor providing comprehensive advising and guidance to sororities, fraternities and governing councils; to develop and oversee a student judicial board serving in partnership with University Judicial Affairs to serve the needs of student organizations and to assist in greater community accountability; to serve as the lead professional staff in the oversight of the CSLIS student assistants; to serve as the lead professional staff in the development and creation of ongoing assessment activities for the CSLIS program; create, initiate and implement educational programming and activities; provide oversight in the planning and implementation of leadership development programs and activities; interpret University Policy applicable to student organizations; act as a liaison between the University and student organizations; participate in programming sponsored by SSU's Campus Life areas; and serve as a part of the comprehensive campus life team.

Major duties include, but are not limited to, the following in support of Campus Life:

- Developing and overseeing the creation and implementation of a university student judicial board. This would include the selection, training and ongoing oversight over the process and decision making of the board. This body would work in partnership with university judicial affairs to assist in making appropriate recommendations for violations of student organization policy, community standards and will work to insure overall greater community accountability;
- Serving as the lead professional staff in the oversight and leadership of the CSLIS student assistants. This will include guiding the hiring, training and ongoing development of the student staff team and making appropriate recommendations to Director;
- Leading the development of ongoing assessment activities for CSLIS which includes creation, data analysis/assessment and publishing of relevant findings as they relate to the programs, activities and offerings of our center;
- Serving as the primary advisor in the support and direction to the Greek letter organizations: serve as advisor to Panhellenic, Inter-fraternity Council, Multi-Cultural Greek Council and Order of Omega; meet

regularly with Greek Presidents and offer new member training and organizational leadership training programs;

- Coordinating and advising Greek recruitment activities and continuous open bidding during the academic year in a manner consistent with university policy and national guidelines. This includes possessing an understanding of the release figure method of sorority bid matching and the facilitation and training of outstanding Rho Gamma recruitment guides;
- Planning and implementing programs in the areas of scholarship, leadership, risk management, and wellness issues for fraternity and sorority members; provides resources and education to advisors, national officials and offices of the fraternity and sorority chapters;
- Serving in an advisory capacity to SSU's student organizations providing direction and advising in organizational, leadership, program development, risk management, membership recruitment, fundraising, and other club related issues as they arise;
- Creating and maintaining campus life published material relevant to student organizations, their advisors and the campus community (including print and web-based);
- Maintaining ongoing communication with student organizations through newsletters, electronic communication and social media;
- Overseeing data collection and database management for all student organizations and campus life programs;
- Developing, implementing and providing oversight of student leadership development program, including annual leadership retreat and leadership recognition programs;
- Mentoring and supporting student employees in their various roles within campus life;
- Interpreting and implementing University policies and procedures as they relate to student organizations and campus life;
- Evaluating and recommending policies and procedures for student clubs and organizations;
- Participating in all relevant campus life programs; plan, implement, and present educational materials at Campus Life initiated programs;
- Providing support to the campus elections process any special University election referendum;
- Researching and initiating assessment activities that will enhance student organizations, leadership and campus life;
- Serving on campus-wide committees and advisory boards;
- Serving as campus liaison for student organizations and the campus community;
- Responding to general campus life inquiries;
- Tracking relevant accounts, purchasing, and administrative requirements.

It is the responsibility of this incumbent to actively engage and collaborate with other campus life program areas to encourage and develop coalition-building opportunities. Additionally, the Lead Campus Life Advisor will provide general support to University-wide collaborative programs for freshman, residence halls, and admissions as needed. Perform other secondary duties as assigned.

Work is performed in a variety of locations on the Sonoma State University campus. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday, 8:00 am and 4:30 pm to meet the operational needs of the campus and department and the ability to, on occasion, receive telephone calls during the evening. Work schedule will require evening and weekend hours and will be specified by the Appropriate Administrator to meet operational needs. The position may require travel by automobile and airplane, with overnight stays away from campus for periods of up to five days. Incumbent must possess, or be able to acquire, a valid California Driver's License.

Qualifications

Equivalent to graduation from a four-year college or university in one of the social or behavioral sciences, public or business administration, or a job related field and the equivalent of four years' experience in professional Student Services area of work. A Master's degree in higher education administration or student affairs is preferred and may be substituted for one year of professional experience.

The successful candidate must have thorough knowledge of practices and procedures of a professional Student Services program; be able to work collaboratively and maintain effective working relationships with a wide range of students, faculty, staff and the general public. Must possess knowledge and experience working with and advising student clubs, organizations, and leadership programs, including knowledge and experience working with and advising fraternity communities inclusive of national, local and multicultural organizations and understanding of student development theory and student personnel administration. Must possess the demonstrated ability to make decisions and carry through actions having implications with regard to other programs and/or service areas. Must have the ability to work both independently and as a collaborative team member. Must be able to work in a rapidly changing environment where constructive feedback from others is encouraged and adapt well to change. The incumbent must be able to take initiative and be resourceful to plan work and implement long-range planning improvements. Must be able to be flexible with working with multiple ideas and approaches. Must have demonstrated conflict resolution and mediation skills. Must be able to organize, prioritize and multitask in a timely manner. Intermediate computer proficiency with MS Office, database programs, internet and email is required, including the ability to quickly and willingly learn new computer programs.

Must have ability to carry out very complex assignments without detailed instructions in situations where guidelines and precedents may or may not exist; interpret and apply program rules and regulations; advise students individually or in groups on varied and complex matters; determine the appropriate course of action and proper techniques to utilize while engaged with individuals and groups in personal interactions of a sensitive nature; reason logically and analyze and solve organizational, policy or procedural and operating problems; plan, coordinate and initiate actions necessary to implement administrative or group decisions or recommendations; analyze and define complex organizational, policy or procedural problems, collect and evaluate data, draw valid conclusions and project consequences of various alternative courses of action; understand the roles and responsibilities of others and to gauge relationships accordingly by taking into account the variety of the interrelationships, motivations and goals of the members of the organization served; and establish and maintain effective, cooperative and harmonious working relationships in circumstances which involve the denial of requests or the necessity to persuade others to accept a different point of view. Must have demonstrated experience working with diverse student populations and ability to set and follow boundaries in working closely with student groups.

Qualification Note

Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

Salary and Benefits

The salary range for this position is \$4,656 to \$6,642 a month. Starting salary placement will not exceed the minimum of the range. A comprehensive benefits summary for this position is available online by clicking the View Benefits Summary link below or by request from SSU Human Resources.

Background Check

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Conditions of Employment

This is a full time, exempt position, which will lead toward permanent status following the successful completion of a probationary period.

Application Process

A cover letter and resume are required for this position. Please attach your cover letter as the first page of your resume. Please submit these documents in addition to your employment application. Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. Human Resources must receive applications for staff positions by midnight on the filing deadline date, unless

otherwise specified. The ADA Coordinator is available to assist individuals with disabilities in need of accommodation in the hiring process.

Equal Employment Opportunity

The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting Requirement

This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Campus Safety Reports

Jeanne Clery Act - Annual Security Report:

Sonoma State University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Sonoma State University and on the public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault and other matters. You can download a copy of this report at <http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html> or receive a copy by contacting Police and Parking Services at (707) 664-4444.

Campus Housing Fire Safety Report:

Sonoma State University's Annual Campus Housing Fire Safety Report, in compliance with The Campus Fire Safety Right-to-Know Act, contains information about fire statistics, fire safety systems, and safety practices and standards for campus housing. The Campus Housing Fire Safety Report is available at http://www.sonoma.edu/housing/general_info/fire_safety.html or you can contact Housing Services at (707) 664-2541 to receive printed information or additional information.

Smoke-Free Campus

Sonoma State University is proud to be a smoke-free campus within the California State University System. Effective July 1, 2015, Smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited on Sonoma State owned, controlled or leased property, as well as in vehicles owned, leased, or rented by the University, parking lots and residential space.

Other Information

Sonoma State University
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