

Wayne State College  
Wayne, Nebraska

## Position Profile

Director of Student Activities and Student Center  
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Prepared by:  
Summit Search Solutions, Inc.



# Wayne State College

[www.wsc.edu](http://www.wsc.edu)

## THE INSTITUTION

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For more than 100 years, Wayne State College (WSC) has been devoted to freedom of inquiry, excellence in teaching and learning, and regional service and development. Known for its friendly atmosphere, exceptional academic reputation and success of its graduates as well as its affordability, Wayne State is the college of choice for over 3,600 students. WSC is rapidly emerging into one of the most dynamic, small, regional public colleges in the Midwest, located in Northeast Nebraska. Strong leadership, steady enrollment, a renewed focus on student development and teaching, and several recently completed building projects are indicators of the College's vitality.

In 1891, during its infancy, Wayne State started out as a teacher's college. Now, more than 125 years later, 1 out of 10 Nebraska teachers possesses at least one degree from Wayne State. Today, as a leading comprehensive college in Northeast Nebraska, it now offers more than 90 undergraduate programs and four graduate programs.

Located on a 128-acre campus, WSC provides education in a small, personalized setting as it boasts a 20:1 student-to-faculty ratio. Not only does WSC provide students with an outstanding education, but it addresses the needs of students with regard to its extra-curricular activities which include theater, music and athletic teams. Service-Learning is also an important component of education at WSC. Students lead community projects designed to integrate meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

Wayne State College is the only public college or university in Nebraska to receive recognition in the 2013 and 2014 *U.S. News and World Report* annual college guides, *Colleges of Distinction* and the *Washington Monthly College Guide and Rankings* wherein it is recognized as having the highest overall score of any public institution in Nebraska and is ranked second for community service participation. Wayne State has been named to the President's Higher Education Community Service Roll three years in a row.

To read more visit: [www.wsc.edu](http://www.wsc.edu)

**Location:** Wayne, Nebraska



## THE OPPORTUNITY

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The **Director of Student Activities and Student Center** will report to the Assistant Dean of Students and is responsible for providing enthusiastic educational leadership in the overall direction and supervision of a comprehensive student activities program and student center management that serves the educational, social, cultural, and recreational interests of the college and provides involvement opportunities for students to learn, develop and grow. The successful director will have a philosophical commitment to educating through student involvement and will strive to provide outstanding learning experiences for students.

While supervising two professional staff (Coordinator of Student Activities and Student Center Manager), one support staff and the undergraduate Orientation Leaders, he/she will serve as a part of the leadership team in Student Affairs. Primary responsibilities include: 1) student programming & entertainment, 2) student leadership development, 3) intramural programs, 4) new student orientation programs, and 5) management of student center facilities and activities. Additionally, this position has direct oversight of student activities budgets, student center operations, and usage of student activity fees. Please note that a natural component of this position calls for occasional night and weekend hours especially during the academic year to oversee campus programming.

### **Student Activities Responsibilities:**

- Provides enthusiastic educational leadership to a comprehensive student activities program that is responsible for over 100 student organizations and intramural activities
- Design, create, and execute a strategic plan for the department including fostering long term planning for student organization growth, staff development, and leadership curriculum
- Oversight and assessment of initiatives/programs/events to foster learning, growth, and development of students and meet the strategic initiatives/mission of the institution
- Organize and provide overall direction to a new student orientation program for both Fall and Spring semesters
- Collaborate with the Assistant Dean of Students and Director of Residence Life to provide a year-long educational programming curriculum for the campus including coordination of large scale campus programming (i.e. Homecoming, Family Weekend, Healthy Relationships week), that stimulate healthy social development for students
- Oversee the organization and execution of contracts and event management for major campus entertainment events
- Coordinate a master calendar of programming for all clubs, organizations, student life and College events appropriate for students
- Collaborate with the Assistant Dean of Students and Director of Residence Life to provide leadership and oversight in the creation and execution of a campus leadership curriculum providing monthly experiences for students
- Assist in the oversight of the leadership scholarship review process
- Train, hire, mentor and supervise 2 full-time professional staff members and 1 support staff member

- Work collaboratively with faculty, staff, and students across campus to develop and support student progress and retention initiatives
- Review, approve, and enforce all student activities policies, regulations, contracts and procedures
- Oversee all financial accounts and ensure ethical risk management practices for student organizations
- Provide overall guidance and mentorship to students
- Serve on campus and community committees as directed

**Student Center Responsibilities:**

- Directs and provides overall leadership to student center operations and personnel including but not limited to building operations, coordination of event logistics, building policy oversight and supervision of employees
- Supervise, lead, and train Student Center staff to ensure superior levels of customer service at student information desks and other events
- Design and execute a marketing program that promotes all campus events in a positive manner and recruits conference and special event opportunities to utilize our facilities
- Serve as the primary communication link between the Center and the campus and the community
- Provide strategic long term planning for the Student Center including facility enhancement, maintaining superior customer service, optimizing space utilization, and marketing services to external conferences and special events especially in Summer

**QUALIFICATIONS**

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- Master's degree in student development, educational administration, counseling, or related field required.
- 3-5 years of full time professional student activities or related student-centered experience required.
- 5-7 or more years of related experience in student affairs with a minimum of 4 years of progressive leadership experience preferred.
- 2 or more years of mentoring and/or supervising professional staff preferred.
- A strong enthusiasm for student activities and a commitment to student learning.
- A broad knowledge of contemporary student development issues, trends, and best practices, particularly in student activities, new student orientation and student center management preferred.
- History of progressive responsibilities and leadership.
- Excellent managerial, planning, supervisory, interpersonal, team-building, and communication skills preferred.
- A genuine interest and satisfaction in working with students, families, faculty, and staff.
- Demonstrated commitment to diversity and multiculturalism.

- Familiarity with and commitment to the mission and philosophy of an open-admission residential institution.
- Successful background records check.
- State issued driver's license.

## PROCEDURE FOR CANDIDACY

Review of applications will begin immediately and are welcomed until position is filled. Click here to apply and be sure to include your resume and cover letter: [Apply Now](#)

Or you may cut and paste the following link you're your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6810183&portalID=5652>

Please refer to [www.wsc.edu/hr](http://www.wsc.edu/hr) for further details about the campus, policies, and excellent benefit package that Wayne State College offers.

### For nominations or further information:

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*Wayne State College is an equal opportunity institution. WSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Matthew Weekly, Assistant dean of Students, Wayne State College, 1111 Main St, Wayne NE 68787, 402-375-7213. Applicants who need a reasonable accommodation during the selection process may contact Human Resources for assistance. A successful Background Records Check is required as part of the employment process.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



## WAYNE, NEBRASKA AND SURROUNDING AREAS

**Wayne** combines the best in modern living with traditional American values. This neighborly region possesses a healthy progressive spirit and open friendliness, nestled in one of the most scenic spots in all of Nebraska. Residents describe this part of northeast Nebraska as an easygoing place to live, work and play. As the county seat of Wayne County, it is located in northeast Nebraska on State Highways 15 and 35.

Quiet neighborhoods surrounded by beautiful rural vistas make up a large part of the area and residents have daily access to the great outdoors. There is also a thriving commercial district that offers many advantages to businesses. This city has a strong economic heritage and is widely regarded as one of the best places in the State for relocation and new enterprise. Excellent public and private schools provide the best education for all students. Wayne is dynamic and vibrant, with steady commercial growth and thoughtful planning by civic leaders and it is located just close enough to larger cities to take part in the excitement of city life. It's also removed enough to let you spend quiet evenings relaxing at home.



Wayne is located just 45 miles southwest of **Sioux City, Iowa**, where one can enjoy history, entertainment, dining and nightlife. In 2010, Forbes ranked Sioux City in the top 15 Best Places for Business and Careers.

Next, if you travel 105 miles southeast to **Omaha, Nebraska**, there you will find a metropolitan area that is home to over 900,000 people who welcome visitors with open arms and authentic Midwestern hospitality.



Another popular city 'fix' is **Lincoln, Nebraska**, just 120 miles south of Wayne. It sits as the capital of Nebraska and offers exciting adventures for cycling enthusiasts, wine and beer aficionados, artists and music lovers.

*For more information on Wayne, Nebraska and surrounding areas:*

City of Wayne Nebraska: <http://www.cityofwayne.org>

Wayne County Nebraska: <http://www.waynecountyne.org/>

Visit Nebraska: <http://visitnebraska.com/>

Visit Sioux City: <http://visitsiouxcity.org/visitors-guide/>

Omaha: <http://www.visitomaha.com/>

Lincoln Convention and Visitors Bureau: <http://www.lincoln.org/>