Bemidji State University invites applications for the position of:

**Associate Director - Hobson Memorial Union**

**MSUAASF JOB POSTING**

**OPENING DATE:** November 18, 2019  
**CLOSING DATE:** Tuesday, December 17, 2019 at 11:59 p.m.  
**APPOINTMENT DATE:** As soon as possible  
**SALARY:** Depends on Qualifications; Range C; Non-Exempt  
**JOB TYPE:** Full-time Probationary  
**LOCATION:** Hobson Memorial Union - Bemidji State University

**POSITION PURPOSE:**
To coordinate and develop diverse social, cultural, leadership, and education programs, which broaden and enhance the experiences of students, faculty, and staff at Bemidji State University. Will provide assistance in the overall operation and direction of the Hobson Memorial Student Union. The ideal candidate will display value in the importance of student contact and play a key role in their campus experience. The work schedule requires flexibility when activities fall outside of normal working hours. Incumbent will be responsible for appropriately acting in various roles such as administrator, group leader, advisor and facilitator.

**RESPONSIBILITIES:**
1. Serve as University liaison for all recognized student organizations  
   o Provide opportunities for student involvement and engagement in campus and university life.  
   o Monitor all student organization accounts and provide fundraising support.  
   o Develop, recommend, revise and interpret university policies and procedures, which govern and regulate activities of recognized student organizations.  
   o Serve as liaison between talent agencies and student programmers in contract negotiations for performances on campus. Review all student organization contracts; make changes where required and forward to university contracting officer for signature.  
   o Work with student leaders to arrange for space, equipment, security, cashiers and other personnel, payments, etc. for Campus Activities Board (CAB) and student organization sponsored events.  
   o Coordinate annual student organization fair(s).  
   o Design and implement assessment projects related to improve student organization success.  
   **Percent of time:** 30%

2. Provide involvement programs and activities for all students  
   o Provide planned activities for students on a regularly scheduled basis throughout the year, including evenings, late night, weekends and summers as designated to meet university goals.  
   o Collaborate with academic and administrative departments on program development and the delivery.  
   o Initiate and/or coordinate special programs that support diversity and foster interaction between

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students, administration, faculty and community.
  o Co-chair with the Director of the Hobson Memorial Union the Orientation Task Force to facilitate orientation weekend and support first year initiatives.
  o Participate in university-wide diversity programming initiatives. Coordinate events and programs as requested. Support and assist other department or student organization planned events.
  o Assist with the advising, planning, implementation and evaluation of the student homecoming committee and their selected events. Work with the Alumni Foundation and Athletics to facilitate a campus and community engaged homecoming week of events.

Percent of time: 25%

3. Serve as advisor and resource person to the Campus Activities Board
  o Provide direction to CAB to ensure diverse cultural, social and education programs are offered.
  o Oversee the budgets for CAB, including assisting with the annual budget proposal to the Student Activity Fee Allocation Committee.
  o Coordinate the recruitment, selection, training, supervision and evaluation of CAB members.
  o Assist the board with marketing, membership development and event planning.
  o Develop positive relationships between student leaders and program agents, vendors, performers and entertainment representatives.
  o Attend programs and events sponsored by CAB.

Percent of time: 20%

4. Develop and maintain a cutting edge leadership education program which reflects BSU's mission and goals.
  o Provide initiatives, which are intentional, coherent, theory-based, pluralistic, and responsive to individual needs.
  o Seek feedback from student leaders to direct leadership education programming.
  o Coordinate civic engagement opportunities on and off the campus.
  o Coordinate and market the student development transcript program.

Percent of time: 15%

5. Assist with the overall administration of the Hobson Memorial Union.
  o Advise the director of staffing and budget requirements, use of space, and needs of physical improvement.
  o Be responsible for the facility during the director's absence.
  o Create and maintain appropriate print and electronic publications and manage the website and social media presence to support and market the programs and services of HMU.
  o Select, train, supervise and evaluate student, classified, and professional staff to assist in supporting the mission of the department.
  o Prepare and maintain a variety of narrative and statistical reports related to activities and program outcomes.
  o As necessary, attend, participate in, and coordinate a variety of meetings, including staff, committee, task force, advisory, etc.

Percent of time: 10%

MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)

• A bachelor's degree in a related field.
• At least two years of relevant full-time work experience.
• Experience in developing, coordinating and presenting training.
• Experience using and adapting to new technologies and relevant software.
PREFERRED QUALIFICATIONS:

- A master’s degree in higher education, college student personnel, or similar field.
- At least three years of full-time effective, innovative and energetic experience in advising organizations, program creation and organizing.
- Understanding of and the ability to apply student development and leadership theory to foster student learning and outcomes.
- Familiarity with facilities operations and day-to-day management of a student union.
- Value for diversity and multiculturalism. Has a sensitivity to student needs and an ability to relate on many different levels to the diverse student, faculty, administrative, and community contacts this position encounters.
- Ability to manage multiple tasks in a dynamic work environment.
- Experience with marketing and promotion of student events, activities, and student life programs.

OTHER CONSIDERATIONS:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Associate of Administrative and Service Faculty (MSUAASF), which can be found at http://www.msuaasf.org/wp-content/uploads/2018/07/ASF-Contract-2017-2019.pdf
- Official transcript(s) must be provided to Human Resources upon hire.
- In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces (see policy)

SALARY

- This is a Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) Range C position with minimum salary starting at $43,138. Salary is commensurate with education and experience and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MnState) and the MSUAASF organization.
- For more information on initial salary placement for MSUAASF http://www.minnstate.edu/system/hr/compensation/initialSalaryPlacement1.html

Apply online: https://bemidjistate.peopleadmin.com/

A complete application will include the following attachments:

- Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
- Resume/Curriculum Vitae.

If you have questions about the position, contact Nina Johnson at nina.johnson@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu
UNIVERSITY / COMMUNITY
WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: http://www.bemidjistate.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

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