

**UNIVERSITY HOUSING & DINING
SERVICES
EASTERN ILLINOIS UNIVERSITY
University Union-Housing Office
Charleston, Illinois 61920-3099**



**POSITION AVAILABLE:
ASSISTANT DIRECTOR FOR LEADERSHIP AND MARKETING**

The Office of University Housing and Dining Services at Eastern Illinois University is searching for a dynamic individual for the position of Assistant Director for Leadership and Marketing.

This is a full-time, 12 month, live-on or live within the Charleston, Illinois city limits professional staff position. The Assistant Director works in conjunction and supervised by the Associate Director of Housing for Marketing and the Senior Associate Director of Housing. The Assistant Director also serves on the Senior Staff Crisis on-call rotation.

The Assistant Director assists with the coordination of the residential life leadership development and marketing programs while serving as a member of the Senior Residential Life Leadership Team. The Assistant Director assists in advising the Residence Hall Association and/or the National Residence Hall Honorary. Through effective advising, management, administrative, and programmatic responsibilities, the Assistant Director creates a community environment conducive to the academic success and personal growth of students consistent with the goals and objectives of the Office University Housing & Dining Services and Eastern Illinois University.

The Assistant Director supervises and mentors a staff consisting of 2-3 graduate assistant marketing staff members and up to 8 undergraduate marketing staff members. The Assistant Director also mentors full-time professionals and 20 graduate students in the area of student leadership development.

QUALIFICATIONS: Master's degree required. Progressive experience in marketing, student leadership, residential life, summer conferences, and/or university student organization advising is preferred. The successful candidate should also possess highly developed interpersonal skills, multicultural programming experience, and robust administrative proficiencies.

STARTING DATE: June 1, 2020 (negotiable)

SALARY RANGE: Starting salary range of \$46,000-\$50,000 per year; optional furnished 2 bedroom on-campus apartment and meal plan (except when all dining centers are closed); financial support for professional development; benefits package including medical and dental insurance, retirement plan, and tuition waiver for up to six credit hours per semester. Additional compensation will not be provided if individual elects to live off campus while residing within the Charleston, Illinois city limits.

CLOSING DATE: Applications must be received on or before Friday, February 7, 2020 or until on-campus interviews are scheduled.

TO APPLY: Send letter of interest, current resume, and contact information of at least three professional references to: <http://apply.interfolio.com/72574>. For more information see https://www.eiu.edu/housing/full_time.php.

AA/EOE: Eastern Illinois University is an equal opportunity employer committed to recruiting, supporting, and fostering a diverse community of outstanding staff, faculty and students. All applicants who share this goal are encouraged to apply.