

## Director, Rensselaer Union

**Position Deleted on 4/26/2011.** This position is no longer an active posting on HigherEdJobs.

<b>Institution:</b>	<b>Rensselaer Polytechnic Institute</b>
<b>Location:</b>	Troy, NY
<b>Category:</b>	Admin - Student Affairs and Services
<b>Posted:</b>	02/24/2011
<b>Application Due:</b>	03/18/2011
<b>Type:</b>	Full Time

Rensselaer Polytechnic Institute is the nation's oldest technological university. The university offers degrees from five schools: Engineering; Science; Architecture; Humanities, Arts, and Social Sciences; and the Lally School of Management & Technology; as well as an interdisciplinary degree in Information Technology. For almost two centuries, Rensselaer has maintained its reputation for providing an undergraduate education of undisputed intellectual rigor based on educational innovation in the laboratory, classroom, and studio. The Institute is especially well-known for its success in the transfer of technology from the laboratory to the marketplace so that new discoveries and inventions benefit human life, protect the environment, and strengthen economic development.

The Director of the Rensselaer Union works in collaboration with the Rensselaer Union Executive Board and student government, and is responsible for the day-to-day facilities planning and development, operations and programmatic oversight for the Student Union, the Mueller Center, Campus Bookstore, Playhouse, Academy Hall Gym and Auditorium. The incumbent provides administrative support for student activities; establishes strategic goals & objectives; oversees administrative support for student organizations such as establishing new groups, recognition, advising, and programming the use of various facilities, as well as addressing organizational problem solving and programmatic funding. The Director advises student government in the development and implementation of policies & procedures; security protocols for the student union, non-residential facilities, and social and student organization facilities. The Director serves as a mentor to student leaders with an effort to strengthen their understanding of the role of student leadership and governance within the Rensselaer community.

A Bachelors Degree and 10 years experience or a Masters Degree and five years experience required. The successful candidate must have demonstrated the ability to work with a diverse student population, oversee facilities, manage a budget and understand relevant theories in the developmental need of students. Experience in student activities, leadership development, finance, facilities management, athletics and community-based activities is a must. Further, the successful candidate must possess demonstrated oral and written communication skills; planning, organizing, and effective time management skills; the ability to analyze and interpret financial and other data; excellent interpersonal and communication skills; the ability to work effectively under pressure and meet established goals and objectives; the ability to anticipate and solve problems; an understanding of the mentoring process with respect to students and the University community and comfort with a 'student governed' Union; an understanding and appreciating student activities, leadership

development, athletics, and recreation; knowledge of physical facilities and its impact on university programs; and the ability to develop community outreach initiatives appropriate to a student union philosophy.

Review of applications will begin March 18, 2011 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the SJG website at [www.spelmanandjohnson.com](http://www.spelmanandjohnson.com) under the link Open Positions. Nominations for this position may be emailed to Jennifer Hiatt at [jnh@sjgsearch.com](mailto:jnh@sjgsearch.com). If you are unable to submit materials electronically, please call SJG at 413-529-2895.

SJG - The Spelman & Johnson Group  
Rensselaer Polytechnic Institute - Director, Rensselaer Union  
Jennifer Hiatt, Senior Associate

Rensselaer Polytechnic Institute has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer.

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