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**Division of Student Affairs**

**Temporary Assistant Director of Student Activities – Spring 2022**

This position is a temporary, full time position for January-March 2022 at the University of Tennessee Southern in Pulaski, TN. It is an excellent opportunity to gain experience in higher education and Student Affairs in a high-energy, hands-on, and supportive environment.

The Temporary Assistant Director develops, encourages, and promotes campus-wide student activities and intramurals, and oversees the check-out, maintenance, and care of equipment. The Temporary Assistant Director maintains budgets, supervises student staff, and communicates regular with faculty, staff, and students.

Applicants must possess skills in event and program creation, advertising, and implementation. The ability to relate to and connect with students is required. Applicants must be able to prioritize amongst many processes and day-to-day interruptions. A Bachelor’s degree is strongly preferred. This position requires lifting and moving event equipment up to 50 lbs.

Please send Resume to Sarah Catherine Richardson [scrich@utsouthern.edu](mailto:scrich@utsouthern.edu)

Director of Student Life & Title IX Coordinator