



## ASSOCIATE DIRECTOR OF STUDENT LIFE – STUDENT ACTIVITIES POSITION ANNOUNCEMENT

Butler County Community College (BC3) is currently accepting applications for the position of Associate Director of Student Life – Student Activities. This is a regular full-time position that will begin immediately. Some evening and weekend hours required.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going “all in” for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training.

The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today’s higher education landscape. For the fifth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com and BestColleges.com. To learn more about BC3, please visit [www.bc3.edu](http://www.bc3.edu).

Reporting to the Director of Student Life, the Associate Director of Student Life – Student Activities is responsible for aiding the Director of Student Life in managing a comprehensive student life program to promote student engagement and student and community development. These goals will be accomplished through educational and social programming, club and organization advising, orientation programming, and assisting in College events. In consultation with the Director of Student Life, the Associate Director of Student Life – Student Activities coordinates BC3’s educational and social programming and works with student life staff, executive council, work-studies, interns, and advisors. Educational programming includes topics such as diversity, equity and inclusion; leadership; sexual violence awareness and prevention; and more. The Associate Director of Student Life – Student Activities is not expected to have expertise in all these areas but will coordinate programs and appropriate speakers. Bachelor’s degree from an accredited institution in related field required. Master’s degree from an accredited institution in student affairs, higher education, or related field preferred. Three years’ experience in Student Life Administration preferred. Must possess and maintain a valid driver’s license.

Review of applications will begin immediately. Interested candidates should visit Employment Opportunities listed on the College website at [www.bc3.edu](http://www.bc3.edu), complete the [employment application](#), and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references to [HRJobs@bc3.edu](mailto:HRJobs@bc3.edu). Incomplete application packets and/or any materials regarding this position that are received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to:

Ms. Christina M. Fleeger  
Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
Butler County Community College  
107 College Drive  
Butler, PA 16002  
[HRJobs@bc3.edu](mailto:HRJobs@bc3.edu)

Butler County Community College is an equal opportunity, affirmative action employer.