

College Town Director

The College Town Board of Directors is seeking a Director to serve The College Town Consortium for a one year appointment beginning July 2014.

Position Purpose: The College Town Director is responsible to the College Town Board of Directors for the administrative coordination of College Town affairs as directed by the chair of the Board; and to develop coordinating and advocacy relationships with the colleges' student and administrative leaders, City leaders and businesses, which will be useful in furthering the activities, operations, impact and visibility of College Town.

Essential Functions:

1. In consultation with the Board chair, prepare the agenda for all Board meetings.
2. Attend all Board meetings, *ex officio*, and participate as appropriate.
3. Follow up on all Board actions as charged by the Board chair.
4. Arrange for and attend all College Town committee meetings.
5. With the knowledge of the Board chair, actively engage in efforts to interact with college's student leaders, appropriate student and academic affairs administrators, and City administrators and businesses for the purposes of...
 - a. Recommending ideas for furthering the activities of College Town;
 - b. Marketing and furthering the visibility of College Town on the campuses, in the City and well beyond;
 - c. Increasing inter-institutional collaboration in academic and student affairs;
 - d. Representing students' perspectives on College Town operations.
6. Serve as executive assistant to the Board chair regarding College Town matters.
7. Keep minutes of all Board and committee meetings.
8. Manage the College Town budget and process all financial transactions.
9. Other duties as assigned by the Board or Board chair.

Knowledge/Expertise: Requires a bachelor's degree and demonstrated experience in effective organization of collegiate or related activities, including student leadership experience; and skills in marketing, public relations and communications. Requires ability to organize and energize productive collaboration with disparate groups of students and administrative staff members on various campuses and City government, businesses and other interest groups, ability to relate very effectively with college students, and a capacity to manage Board affairs in a thoroughly responsible manner. Individual must be a self-starter with the capacity to guide the development of a strategic plan to expand the impact and visibility of College Town both on campuses and within the greater Spartanburg community.

Terms of Employment: The Director will serve a one-year appointment, subject to budgetary constraints, with successive appointments, terms and conditions based upon evaluations by the Board. Notice of reappointments will be forthcoming in May of each year. This is a salaried position and does not carry fringe benefits. The position is based on approximately 20 hours per week and the salary is commensurate with experience.

About College Town: The College Town Consortium was founded in 2003 and is a not-for-profit consortium of Spartanburg's seven public and private accredited colleges and universities. Its

mission is to capitalize on the advantages offered by the large number of diverse colleges in order to create educational, social and service opportunities for students; to create economic and brand development opportunities for the City; and to create and sustain partnership advantages among the colleges themselves.

To be considered for this opportunity, please submit resume and list of professional references to jowens@spartanburgchamber.com or send via mail to :

College Town Leadership
C/O Spartanburg Chamber of Commerce
Attn: Joy Owens
PO Box 1636
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