Assistant Director of Student Activities

**Department:** Student Engagement, Enrichment, and Development  
**FLSA Status:** Exempt  
**Grade/Level:** N/A  
**Work Schedule:** 12 month position; 8:30am-5:00pm, M-F; weekend and evenings as duties required.

**Job Status:** 1.0 FTE  
**Reports To:** Dean of Students  
**Amount of Travel Required:** Some travel required  
**Positions Supervised:** Events Service Manager

**POSITION SUMMARY**

As part of the Student Engagement, Enrichment, and Development Team, coordinates student activities, advises and coordinates the Greek Life Program, and provides leadership development and training for student organizations.

**ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

**Reasonable Accommodations Statement**  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)**

Coordinates and advises Campus Activities Board, Student Programs and Student Organizations:
- Provides advice to the Campus Activities Board. (The Campus Activities Board is comprised of eight officers and has a budget allocated by Student Assembly to provide academic year programming for students on campus.)
- Advises, counsels, guides, and coordinates student organizations in planning, advertising, resource management, and faculty/staff sponsor information.
- Advises student leaders and student organizations on programs and events.
- Provides on-site supervision of events and activities at night and on weekends.
- Arranges, plans, markets, and evaluates student or departmental programs.
- Produces reports and conducts program evaluations for campus-wide programming.

Coordinates and advises the Fraternity and Sorority System:
- Manages all aspects of the Greek Life program including budget, special events, eligibility, recruitment, as well as maintain relationships with members of the Greek Community, Greek sponsors and the Greek Alumni Council.
- Directly advises and supports the following governing bodies: Greek Council, Greek Review Board and Greek Alumni Advisory Board.
- Monitors the effectiveness of student organizations as they fulfill their mission and purpose and develops plans in order to foster continuous improvement and growth.

Coordinates and manages the leadership development program for student organizations:
- Develops and delivers a leadership program that will serve the student organizations on campus.
- Provides leadership training for student organizations during the academic year.
- Coordinates the leadership development program of the Student Engagement, Enrichment, and Development office with the assistance of the other staff members in the department.

Provides Summer Conference Assistance:
- Assists in the implementation of summer conferences.
- Participates in duty rotation with other Student Engagement, Enrichment, and Development staff.
- Provides front-line customer service to summer conference clients.

**Other Job Function Statement(s)**
Provides Supervisory and Administrative Support to include:
- Supervising Event Services Manager.
- Organizing data and composes monthly, semester and yearly reports.
- Updating the student organization handbooks and publications.
- Assisting with budget supervision and development.
- Serving as primary contact as needed for events management.

Performs other duties as assigned.

POSITION QUALIFICATIONS: (The minimum knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

Bachelor's Degree (four year college or university); Master's Degree in Student Personnel, Counseling, Higher Education, or related area preferred.

Three years related experience in student activities, specific experience in fraternity and sorority advising, and leadership preferred.

License or Certification (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

None Required.

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, presentations, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to the audience;
- interpret complex or ambiguous policies, rules, laws, or regulations;
- analyze and solve basic to advanced level problems;
- organize work or assigned projects.
- Provide basic counseling, mediation and conflict-resolution assistance.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- work evenings and weekends;
- work independently with little supervision;
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- work with all levels of students, employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- acquire and apply new knowledge through personal development, research, on the job experience, training or education;
- model high standards of honesty, integrity, trust, and ethical behavior.
- participate as a Student Engagement, Enrichment, and Development Team Member and
  - promote and communicate to the Austin College community the goals, expectations, and community standards of the student life program;
  - participate in campus duty rotation with other members of the Student Engagement, Enrichment, and Development staff;
  - develop positive and mature working relationships with other members of the Austin College community;
take part in campus wide activities, committees and forums;
- support the endeavors of other Student Engagement, Enrichment, and Development staff members.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

The following must be demonstrated at a fully acceptable level:

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making;
- Service Orientation – Exhibits a 'customer friendly' demeanor with internal and external customers;
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions;
- Teamwork – Works effectively with other employees. Offers help when needed.

**PHYSICAL REQUIREMENTS:**

The following should represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

Typical environment is an office with moderate to occasional loud noise. May work in other locations on campus to include outdoors.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: ____________________________ Date: ______________

Supervisor Signature: ____________________________ Date: ______________

Executive Signature ____________________________ Date: ______________