Title: Assistant Director, Student Activities & Leadership Development

Essential Function

Under general supervision from a designated administrator, have administrative responsibility for the functioning and maintenance of registered student organizations, oversee student programs and supervise staff.

Characteristic Duties

- Administer and oversee the student organization registration and funding allocation process (i.e., formulate and evaluate policies and procedures).
- Consult with student governance leaders, university advisers and advise student activities board.
- Oversee all areas of Greek programs.
- Facilitate and enhance the ongoing leadership of education/organizational development programs for student leaders and registered organizations (i.e., teaching co-curricular course, direct leadership conferences, workshops seminars).
- Develop and review present student publications and resource materials including departmental booklet, leadership brochures, newsletter and general program information.
- Assist with budget planning and accounting associated with student organization funding.
- Act as liaison and consultant with other units.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years related experience. Degree must be in a related field. Experience must include program management. Experience may also require at least one (1) year supervision.

Last updated: August 2011