**Classification Specification for Unclassified Service**

**Title:** Director of Student Engagement  
**Pay Scale Group:** 19-1

**Essential Function**

Under the general supervision from a designated administrator, provides vision, leadership and direction for a dynamic student engagement program that supports intellectual, social and personal development of students.

**Characteristic Duties**

Responsible for development, implementation and administration and assessment of orientation, social, cultural, and recreational activities and events of various student groups; formulate, recommend, approve and implement internal procedures and controls; set goals to achieve strategic objectives; assume management responsibility for a wide range of projects/programs designed to assist in educational enrichment through student involvement. Seek, plan, coordinate and facilitate external grant and special project funding.

Responsible for collaborating efforts with administrative and academic units and participate in cross-functional policy development and execution that enrich the student experience; formulate, approve and communicate major policy changes affecting other departments with the authority to grant exceptions; meets with student and faculty groups to plan activities; advise student groups on financial status of programs and methods for improving organizations; Facilitate and enhance the ongoing leadership of education and/or organizational development programs for students, student governance leaders and registered organizations (i.e., teaching co-curricular course, direct leadership conferences, workshops seminars); mentor and advise student leaders.

Develop, implement and monitor department budget; authority for budget, revenue and expense planning and approving expenditure; has signature authority as "accountable officer" for programs or functions within department; serves as department business administration officer and reports on budget status to AVP level.

Prepare reports and assessments, interpret and disseminate information, provide advice, write grant proposals, deliver presentations, construct contractual agreements, and ensure that all programs and services comply with university, state and federal regulations.

May communicate and assist students, parents, corporate partners resolve questions and complex issues; represent the university internally and externally.

Provide administrative leadership and supervision to exempt and non-exempt staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Serve on various university, division and departmental committees, represent the department at various state and national associations.

Keep abreast of current trends in student life and leadership development.

Perform other related duties based on departmental need.

**Minimum Qualifications**

Master’s degree with three (3) years experience; -OR- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in college student personnel, higher education or a related field. Experience at a college or university in student activities or a related field and three (3) years supervision is required.

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