Classification Specification for Unclassified Service

Title: Director, Student Activities & Leadership Development

Pay Scale Group: 19
FLSA: Exempt

Essential Function

Under the general supervision from a designated administrator, plan, develop and direct the student activities and leadership programs.

Characteristic Duties

- Plan, develop, implement and direct the student activities and leadership programs.
- Provide leadership, oversight and administration of innovative student-centered activities, operations and functions for student activities areas (e.g., student organizations, diversity education, club sports, campus events, etc.).
- Oversee and provide orientation and training on student organization budget.
- Support diversity programming on campus through offerings and committee membership.
- Review and assess program effectiveness.
- Develop and coordinate new program initiatives.
- Develop guidelines and handbooks for student organizations.
- Act as liaison representing the office on various university and community committees.
- Develop and administer department budget; oversee student organization budgets.
- 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

- 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.