

## **DIRECTOR OF STUDENT ACTIVITIES**

### **GENERAL STATEMENT:**

Plans and directs the student activities function, including intramurals, residential housing, and operation of the student center.

### **REPORTS TO:**

Vice President of Student Services

### **OCCUPATIONAL GROUP:**

Professional/Non-faculty

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Four (4) years experience in college administration or teaching at the post-secondary level.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Supervise student recreational activities.
- Assist the sponsor with the Student Senate.
- Assist with Homecoming activities.
- Supervise the maintenance and operation of the student union building.
- Assist with the reservation and scheduling of campus facilities including the student union building, ballroom, auditorium, gymnasium and other meeting rooms for campus and non-campus groups.
- Coordinate and schedule all intramural athletic competition.
- Assist with the coordination of the graduation ceremonies.
- Prepare the student activities programming.
- Assist with Career Day activities.
- Prepare and administer the student activities budget.
- Provide leadership training for dorm directors and residential advisors.
- Supervise all campus dormitory facilities.
- Prepare and administer the campus housing budget.
- Manage a recordkeeping system for dorms including occupancy, discipline, room rosters, work requests, etc.
- Assist with Movie nights on campus.
- Supervise and evaluate residential life directors.
- Monitor campus housing facilities for proper maintenance repairs.
- Maintain door locks and key entry system for campus housing.
- Schedule and supervise summer camps.
- Assist with campus Halloween activities.
- Assist with keeping a master calendar for service learning and community service projects on campus and in surrounding areas to be distributed to TVCC students, faculty and staff.
- Other duties as assigned by appropriate supervisory personnel.

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**PHYSICAL REQUIREMENTS:**

- No substantial physical activity required.
- Some night and weekend work required.
- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised: 10/23/10*

JD179