

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES AND HOUSING

GENERAL STATEMENT:

Provides support in the planning and directing of student activities and housing.

REPORTS TO:

Director of Student Activities

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

One (1) year experience in coordinating college student activities programming preferred. One (1) year experience in college housing preferred. Computer skills required.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Supervise student recreational activities.
- Assist in various activities of Student Senate.
- Assist in coordination of special activities such as dances, Parents' Day, blood drives, cookouts, Cardinal Beauty Pageant, movie nights, and other special programs.
- Assist in coordination of homecoming activities.
- Enforce discipline within the Student Union Building.
- Coordinate and schedule all intramural athletic competition.
- Assist in dispensing student mail.
- Assist in graduation ceremony.
- Assist in preparation of student activities calendar.
- Assist with Career Day activities.
- Assist with registration.
- Provide leadership through conducting in-service training and staff development for residential life directors.
- Assist with the selection and evaluation of residential life directors.
- Monitor campus housing facilities for proper maintenance repairs.
- Maintain door locks and key entry system for campus housing.
- Supervise summer camps.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- May be required to officiate intramural sports.
- May be required to work irregular hours.
- 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

Approved: 02/08/95

Revised: 08/20/97

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