

DIRECTOR OF STUDENT SERVICES

GENERAL STATEMENT:

Supervises comprehensive program designed to enhance student growth and development by providing a community atmosphere for resident students.

REPORTS TO:

Vice President of Student Services

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years related work experience.

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, Career Day, College Day, blood drives, cookouts, Cardinal Beauty Pageant, movie nights, and other special programs.
- Assist in coordination of homecoming activities.
- Coordinate and schedule all intramural athletic competition.
- Assist in graduation ceremony.
- Assist in preparation of student activities calendar.
- Provide leadership through conducting in-service training and staff development for residential life directors.
- 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.
- Serve as international student advisor.
- 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

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

Approved: 02/08/95

Revised: 07/22/08

JD122