

## **DIRECTOR OF STUDENT SERVICES**

### **GENERAL STATEMENT:**

Supervises comprehensive program designed to enhance student growth and development by providing a community atmosphere for all TVCC 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:**

- Assist with student recreational activities.
- Sponsor the Student Senate.
- Coordinate special activities such as dances, Parent's Day, blood drives, cookouts, movie nights, Food Drive, Cardinal Beauty Pageant, Halloween and other programs.
- Coordinate Homecoming activities.
- Assist with the maintenance and operation of the student union building.
- Coordinate 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.
- Maintain an accurate and current calendar for all events occurring at the College.
- Dispense student mail.
- Dispense student graduation regalia.
- Obtain faculty graduation regalia.
- Assist with graduation ceremonies.
- Assist with the preparation of the student activities programming.
- Assist with Career Day.
- Prepare and administer the student union budget.
- Assist with the enforcement of college and residence hall regulations.
- Assist with the maintenance of a recordkeeping system for dorms including occupancy, discipline, room rosters, work requests, etc.
- Serve as international student advisor.
- Schedule and supervise summer camps.
- Assist with keeping a master calendar for service learning and volunteer 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:**

- 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: 10/22/10*

JD122