

DIRECTOR OF STUDENT ACTIVITIES

GENERAL STATEMENT:

Plans and directs the student activities function, including intramurals, student government, 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.
- Sponsor the Student Senate.
- Coordinate special activities such as dances, Parents' Day, blood drives, cookouts, Cardinal Beauty Pageant, and other special programs.
- Coordinate homecoming activities.
- Supervise the maintenance and operation of the student union building.
- Enforce discipline within the student union building.
- Coordinate reservation and scheduling of campus facilities including the student union building, ballroom, auditorium, gymnasiums, and other meeting rooms for campus and non-campus groups.
- Maintain an accurate and current calendar for all events occurring at the College.
- Coordinate and schedule all intramural athletic competition.
- Dispense student mail.
- Dispense student graduation regalia.
- Obtain faculty graduation regalia.
- Coordinate graduation ceremony.
- Prepare student activities calendar.
- Assist with Career Day activities.
- Assist with registration.
- Teach classes as determined by the vice president of instruction and the president.
- Schedule and keep records of facility rentals. Collect deposits and rental fees.
- Prepare and administer student activities and student union budgets.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- No substantial physical activity 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

Approved: 02/08/95

Revised:

JD179