

## **STUDENT ENGAGEMENT SPECIALIST**

### **GENERAL STATEMENT:**

Under the supervision of the Director of Student Engagement, the Specialist is responsible for coordinating student events and activities, including all social, cultural, recreational, and developmental opportunities for students.

### **REPORTS TO:**

Director of Student Engagement

### **OCCUPATIONAL GROUP:**

Clerical

**ELSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree

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

None

#### **EXPERIENCE:**

One (1) year related college or work experience.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Under the supervision of the Director of Student Engagement, assess the needs and wants of TVCC students in regards to student programming. Design and implement student activities that will satisfy these needs and result in the growth and development of students.
- Supervise student recreational activities.
- Assist with the coordination and sponsoring of campus social and academic clubs.
- Coordinate special activities such as dances, Parent's Day, blood drives, cookouts, movie nights, food drive, Beauty Pageant, Halloween and other activities.
- Serve as the primary campus scheduler for public campus facilities.
- Assist with Homecoming activities.
- Coordinate and schedule all intramural athletic competition.
- Assist with the coordination of the graduation ceremonies.
- Assist with Career Day activities.
- Assist with campus Halloween activities.
- Assist with keeping a campus event/activities calendar for all campus projects, events, activities to be available electronically to TVCC students, faculty and staff.
- Dispense student mail.
- Dispense student graduation regalia.
- Obtain faculty graduation regalia.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.

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*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.*

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*Employee's Signature*

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

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

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

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

*Approved: 8/19/13*

*Revised: 11/12/2015*

*JD652*