

Job description

Position: Director of Center for Student Involvement **Department:** Culture and Community

Reports To: Executive Director of Campus Life & Student Conduct **FLSA Status:** Exempt

Summary

The Director of Center for Student Involvement provides leadership for student involvement, Greek life, orientation, and student leadership programming on campus. The Director is expected to create a campus environment that promotes engagement, responsibility, leadership development and supports the Jesuit mission for higher education. The Director will provide direct oversight to the Coordinator of Student Involvement and to the student leaders who work in the Center for Student Involvement. This position is a 12-month position.

Essential Duties and Responsibilities

Administrative

- Keeps the Executive Director of Campus Life & Student Conduct informed of daily activities, problems, emergencies, and occurrences that affect undergraduate students.
- Prepares reports as requested by the Executive Director of Campus Life & Student Conduct including, but not limited to weekly, monthly, semester, or yearly qualitative and quantitative reports.
- Conducts assessments and makes recommendations to enhance student engagement and involvement on campus.
- Attends and participates in the Student Affairs Division and university-wide meetings, retreats and committees.
- Maintains confidentiality in dealing with students, parents, Spring Hill College faculty/staff and the community.
- Maintains the departmental budget and budgets for clubs and organizations.

Campus Programming

- Ensures that the Campus Programming Board is meeting overall departmental and campus programming goals.
- Oversees the planning and coordination with other departmental staff of annual campus-wide programming initiatives including but not limited to Badger Fest, Student Organization and Leadership Awards, 100 Days, Week of Welcome, and Senior Week.
- Develops programming that targets first-year students during the first six-weeks of the Fall semester.

- Manages all functions of summer orientation, move-in day, Badger Beginnings, and supervises the Badger Connection Guides.
- Reviews, approves, and processes paperwork related to student organization and campus events, such as contracts, event and organization registrations, financial transaction requests, etc.
- Researches and implements best practices in student engagement.
- Manages Presence and other technology partners to enhance student involvement on campus.

Greek Life

- Advises the Spring Hill College Greek community to ensure that best practices in recruitment, programming, and risk management.
- Advises the Panhellenic Council and the Inter-Fraternity Council.
- Ensures adherence to national and College Fraternity/Sorority guidelines through the administration, monitoring, and risk management oversight of the Greek organizations.
- Maintains clear club and organizational policies to govern organizational growth and behavior on campus.

Leadership Development

- Establishes a student leadership philosophy for current student leaders that encourages the development of leadership skills throughout the academic year.
- Plans and implements a first-year leadership program designed to develop foundational leadership skills in first-year students.
- Hosts an annual leadership retreat for all new student leaders during the Spring semester.

Professional Development

- Develops professionally and remains current with Student Affairs issues and trends that affect university students, particularly as they relate to student activities, Greek life, and leadership development.
- Joins, attends, and participates in local, state, and national Student Affairs conferences, with a particular emphasis on student activities, Greek life, and leadership development.
- Conducts research and administers surveys of other student activity, Greek life, and leadership development programs.
- Develops and maintains a network with other student activities, Greek life, and leadership development professionals.

Marginal Job Functions

- Answers communication and responds to student and parent needs and concerns as appropriate.
- Represents Center of Student Involvement I at campus-wide events, including

- orientation and admissions efforts.
- Performs other duties as assigned by the Executive Director of Campus Life & Student Conduct..

Supervisory Responsibilities

- Supervises student Federal work-study in the Center for Student Involvement Office.

Required Knowledge, Skills, and Abilities

- Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Ability to relate to, motivate, and lead college students in an educational/developmental context.
- Ability to train and motivate staff and students with regard to leadership, diversity education, organizational skills, effective communication, conflict resolution, and more.
- Ability to solve problems related to work tasks, and to seek appropriate assistance as necessary.
- Ability to provide excellent customer service in a variety of contexts and with diverse stakeholders. This ability must demonstrate a commitment to diversity/social justice and skills in relating to a variety of constituents including students, faculty, staff, and parents.
- Excellent computer skills, such as word processing, spreadsheets, databases, and desktop publishing.
- Ability to learn and be proficient with recordkeeping in Jenzabar and other software programs used by Spring Hill College.
- Understanding and commitment to achieving the College's mission and Student Affairs objectives through programs and services.
- Ability to receive and interact via the telephone and e-mail for inquiries from students, parents, and legal counsel.
- Possess public speaking ability to effectively communicate in a large group setting with administrators, faculty, staff, students, parents, and community members.
- Proactive demeanor and willingness to explore new options for the residence life program.
- Ability to fulfill job description requirements in a timely and effective manner.

Minimum Qualifications Standards

- Possess a Master's Degree in College Student Personnel Administration, Higher Education Administration, Counseling Psychology, Social Work, or a related field from an accredited higher education institution.

- Prefer two to four years of student activities experience, event planning experience, or student leadership experience in the college/university setting.
- Greek Life experience is strongly preferred.

Other Considerations

- Must be willing to submit to a background and DMV checks, including a criminal background history, and any applicable drug testing policies.
- Must be able to work a flexible schedule, frequently including evening and weekend obligations.
- This person is considered a responsible employee in accordance with College Title IX policies.

Remuneration

- Salary commensurate with skills and experience.
- Excellent college benefits package, including tuition reduction/remission. Please direct questions regarding benefits package to the Director of Human Resources.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift

Work Location: In person