



## Job Classification Description

### **DIRECTOR OF STUDENT ACTIVITIES & COMMUNITY SERVICE/JSC Grade 12 VSC UP – PAT Bargaining Unit**

**Exempt**

#### **BASIC FUNCTION**

To coordinate and manage the Student Activities Office and advise the student government association; to direct all aspects of the SERVE office, including oversight of sponsored programs; to provide training and support to a wide range of student leadership positions.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, implement, administer, coordinate, monitor, and evaluate a wide range of student activities, programs and services.
- Develop and modify programs/policies in accordance with student interests and institutional objectives.
- Plan and administer the department operating budget. Supervise the processing of cash receipts from student activities.
- Serve as a resource person or advisor to a variety of student organizations. Provide student organizations with a wide range of information and assistance.
- Advise the student government association.
- Participate in the planning and coordinating of new student orientation, parent weekend, and other major campus events.
- Assess community needs for student volunteer opportunities, market opportunities and evaluate programs.
- Recruit student volunteers and recognize volunteer efforts.
- Recruit, train, and supervise student leaders.
- Oversee all aspects of the Break Away program.
- Plan, lead, and market student leadership development opportunities.
- Confer regularly with the other student affairs departments and College personnel to plan, coordinate and evaluate programs/activities/ policies, exchange information, resolve problems, and the like. Serve on various College committees.
- Supervise graduate students and student employees as appropriate.
- Deal regularly with a variety of outside entertainment agencies, vendors, and others to coordinate events/services, negotiate contracts, and the like.
- Plan and administer departmental records systems and prepare various administrative/management reports.
- Keep abreast of current developments in higher education student activities programs, including relevant legal/liability matters.
- Oversee Badger Bullet Program.

- Perform other related tasks as assigned.

### **SUPERVISION RECEIVED**

Moderate supervision is received from the Dean of Students.

### **MINIMUM QUALIFICATIONS**

- Bachelors degree in an appropriate discipline, with three to five years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Broad-based knowledge of higher education student activities administration.
- Familiarity with theory and methods used in experiential learning programs and service learning pedagogy.
- Strong interest in and enthusiasm for working with students.
- Good program planning, organizational, administrative, supervisory, and budget-management skills.
- Ability to deal effectively with a wide range of College students, staff, and administrators, as well as individuals/agencies outside the College. Good counseling/advising skills, as well as public speaking/presentation skills.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

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