

## POSITION DESCRIPTION

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**TITLE:** Assistant Director of Student Activities - (Exempt)

### **Collective Bargaining - Ineligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Assistant Director is a 12-month, full-time, professional staff member in the Office of Student Activities. This position reports directly to the Director of Student Engagement and Orientation and is primarily responsible for providing direction for student leadership development, education, and training programs. This position also assists the Director with management support for the department and Campus Center building operations. This position supervises the Coordinator of Student Engagement. The Assistant Director will support the departments work on creating an inclusive campus for all students through strategic leadership development of campus clubs and organization as well as to the broader campus community. This position must be able to work independently, handle confidential and sensitive issues with diplomacy, and will directly supervise student employees and provide some oversight of clerical staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Responsible for following the ethics code of ACPA and the laws of the State of Maryland.
- Supervises and provides guidance for the Coordinator of Student Engagement and assists with the oversight of the Office Manager.
- Coordinates and implements division-wide efforts to further develop and deliver high-level student leadership programming.
- Provides oversight and coordinates the leadership development of the Student Government Association (SGA) clubs and organizations. With the Director, advises the SGA Senate and Executive Council.
- Supervises the SGA Programs Board.

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- Supports the Director with day-to-day management of the department to include some oversight of the Office Associate, facility management, and development of the use of technology in the delivery of services and programs.
- Creates high-level events for students that are both engaging and educational.
- Provides insight and assists with efforts around the new student experience, including Fall and January Orientation, Seahawk Orientation, Advising and Registration, and Transfer Day.
- Promotes and facilitates interactions between faculty, staff and students with respect to leadership training and programming.
- Serves as a leadership development and training resource for the College community.
- Responsible for annual assessment of student activities leadership and education programs and for making appropriate adjustments as suggested by the data.
- Provides guidance and resources for students to create engaging, educational and substance-free events.
- Assists with major college events including Senior Week and Commencement.
- Advises the officers of a class executive board.
- Has “on-call” responsibilities.
- Participates as an active member of the Student Affairs staff by serving on committees, serving as one of the administrative hearing officers for student conduct matters and participating in other division-wide efforts as needed.
- Serves as a Campus Security Authority.

**MINIMUM QUALIFICATIONS:**

- Education: Master’s Degree in college student personnel, counseling, or a related field.
- Experience: At least two to three years of experience working with leadership development and training programs on a college campus. Experience with student clubs, organization, and student government. This experience should include working with students in the planning and execution of student programs; program assessment; and experience with computer technology.
- Excellent communication skills.
- Ability to work independently and as a member of a team.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.