

POSITION DESCRIPTION

TITLE: Director of Student Engagement and Orientation – (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.

JOB SUMMARY

The Director of Student Engagement and Orientation provides leadership and vision for the Office of Student Engagement. The Director collaborates with partners across campus to create an engaging and integrated student experience. The Director coordinates the Orientation Program for first year and transfer students.

The Director serves as an adviser to the Student Government Association (SGA), its constituent boards and committees, and all recognized student organizations, and works closely with students in the planning, coordination, and evaluation of a balanced program of out-of-class experiences. The Director works with student groups to plan and execute events and initiatives while developing leadership skills. Other responsibilities include commuter services and campus center operations. Fiscal management includes managing the allocation of the student activities fee and various fee programs and information operations in the campus center.

The Director hires, trains, evaluates, and supervises, staff, and participates fully in the projects and activities of the Division of Student Affairs. The Director reports to the Dean of Students.

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.
- Recruits, selects, trains, and supervises members of the student activities professional, paraprofessional, and support staff.
- Meets regularly with the professional, paraprofessional, and support staff; periodically with individuals.
- Coordinates the evaluation process for all student activities staff members (student, support, and professional staff).

Position Description
Director of Student Engagement and Orientation
Page 2

- Develops budget for the student activities departments and monitors expenditures.
- Promotes and manages a diversity of educational, cultural, and social programs to benefit students within the College and local community.
- Serves as an advisor to the SGA, including the Student Senate, constituent boards, councils, media, publications, clubs, and organizations.
- Oversees and administers the allocation of the student activities fee and advises the SGA financial board and all budget allocation procedures.
- Provides guidance on integrating commuter students into campus life.
- Coordinates the implementation of New Student Orientation Programs (Fall and Spring semesters), including program development, liaison functions to participating College offices, publication of relevant materials, and assists with the selection, training, and supervision of Orientation leaders.
- Promotes interaction between faculty/staff and students.
- Provides oversight of the student package center and mailroom.
- Serves as a Campus Security Authority.

MINIMUM QUALIFICATIONS:

- Education: Master's Degree in student personnel or related human relations field.
- Experience: Five to seven years' experience in student activities, leadership development, event planning, student supervision, and budget management
- Excellent communication skills.
- Ability to work independently and as a member of a team; commitment to student development; strong understanding of the value of diversity in the College community; strong understanding of the special mission of a residential Honor's College.
- 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.