

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: DIRECTOR – STUDENT LIFE

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

To develop, implement, and coordinate a comprehensive program of student activities, civic education and student leadership opportunities through involvement in both curricular and co-curricular activities.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Masters degree in a student services area or a related field.
2. Years of experience in field: Minimum of two years experience in student affairs work.
3. Special skills or abilities related to position: Must possess leadership ability with demonstrated competence in working with students of diverse socioeconomic and cultural backgrounds. Knowledge of the college mission, and of goals and objectives in meeting the mission. Working knowledge of service learning/student volunteerism activities, programs and services. Knowledge of student development theories.

#### ESSENTIAL JOB FUNCTIONS:

1. Serve as the advisor to the Student Activity Board.
2. Develop, implement, and coordinate a comprehensive student activities program, including special events.
3. Coordinate special events recognized by all colleges/universities (e.g. Red Ribbon Week, Alcohol Awareness Week, and diversity initiatives, etc.)
4. Provide leadership resources and support for campus clubs and organizations.
5. Participate in the budget development for campus events and student activities through the Office of the Vice President, Student Affairs and the office of Business/Finance.
6. Create, develop, and implement learning opportunities that encourage student involvement and promote collaborative leadership activities among faculty and students.
7. Develop and implement an on campus leadership training program for students that encompasses college personnel, programs and resources.
8. Develop and implement a comprehensive student engagement program.

ESSENTIAL JOB FUNCTIONS (Continued):

9. Oversee a program of intramural sports and recreation.
10. Remain current with professional standards and practices.
11. Travel to conferences and workshops required.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Moderate (15 to 44 pounds) lifting and carrying.
- Reaching
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Throwing
- Driving
- Balancing

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and sometimes outside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Bryant Union, Ocala Campus

SUPERVISOR OF POSITION: Vice President, Student Affairs