

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR – STUDENT LIFE

PAY GRADE: P-4

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.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master’s 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 Activities 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.

ESSENTIAL JOB FUNCTIONS (Continued):

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 which encompasses college personnel, programs and resources.
8. Develop and implement a comprehensive student engagement program.
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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to type the prescribed words per minute accurately.
- Ability to drive a college vehicle.

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:

Building 11, Ocala Campus

SUPERVISOR OF POSITION:

Vice President of Student Affairs