



## Classification Description

---

**Job Title:** Director, Student Leadership

**Pay Grade:** 117

**Job Code:** 4221

**FLSA Status:** Exempt

### **Job Purpose**

The Director, Student Leadership is responsible for creating, implementing, assessing, and evaluating student leadership development, initiatives, education, and programming to enhance a student's co-curricular experience beyond the classroom at FSW. This position will be under the direction of the Assistant Vice President of Student Life. The Director of Student Leadership will develop, implement and maintain the College's commitment to student success, and leadership development initiatives for all FSW campuses. The Director will ensure that FSW students are knowledgeable, engaged, and aware of leadership opportunities, education, and programming on all FSW campuses. The Director, Student Leadership will work with the leadership team to implement leadership education and initiatives to current and incoming students and the FSW community which directly align with the Student Life mission and strategic goals.

### **General Responsibilities**

#### **Essential Functions**

In collaboration with the Student Engagement leadership team, and Student Life, the Director will cultivate leadership opportunities for all students across all FSW campuses.

Provides strategic, intentional, and operational supervision and management for all leadership initiatives while providing support and supervision of Coordinator of Student Leadership and Student Media, the Coordinator of Student Leadership, CARE, and Adaptive Services, and other staff, as assigned.

Implements regular assessment and evaluation of student leaders, leadership workshops and trainings, advisors, and leadership programming and events. Assessments will be evaluated each semester with analysis of results and comprehensive reports shared with Assistant Vice President of Student Life and Vice President of Student Life. Reports and analysis will be shared each semester and with an overview with recommendations, analysis, and changes yearly.

## DIRECTOR, STUDENT LEADERSHIP

Develops, implements, and directs student leadership programming including, but not limited to, retreats, workshops to support various populations on all FSW campuses including clubs, Student Government Association, and all organizations leaders and advisors.

Involvement and development of new student initiatives in fall, spring, and summer on all FSW campuses.

Develops new protocols and ensures compliance with College Operating Procedures and rules governing student groups and student leaders in order to strengthen existing and grow the number of student organizations on campus.

Implements, trains, and creates leadership certificates and badging in *Bucs Corner* with Presence Software.

Initiates career development opportunities for students including, but not limited to, Career Networking opportunities, Etiquette dinner, Career Closet, and working closely with Residence Life and Career Coaches.

Reviews and approves requests for campus expenditures from budgets.

Develops levels of leadership programming and badging/certificate for emerging and also engaged leaders.

Creates and provides training for all FSW student leaders. Provides comprehensive leadership and training to the student clubs and advisors all twelve (12) months of the year.

Collaborates, implements student training, and works directly with faculty of Model UN program at FSW.

Connects and develops programs and mentoring for student leaders with community leaders, such as Board members at FSW.

Supervises assigned personnel in Student Leadership. Serves as point of contact for daily operational functions.

Represents the department on College committees as designated and collaborates with other campus and community partners to ensure seamless support for all students.

Develops, implements and oversees Leadership programs designed to meet specific campus needs.

Collaborates with Student Engagement Leadership team to provide a robust selection of student organizations which support the needs of all students at FSW.

Provides leadership to implementation of social media strategy, as it relates to the Student Engagement social media accounts.

## DIRECTOR, STUDENT LEADERSHIP

Collaborates with Marketing & Student Communications department to increase involvement and engagement of students enrolled across all academic programs and modalities.

Assists in the management and training of *Bucs Corner*, FSW's campus engagement social media platform.

Collaborates with appropriate marketing personnel in the production and design of digital, photo and video content for all communication channels.

Regularly assesses and evaluates Student Leadership's initiatives and outcomes for student engagement and development. The Director will report these assessments to Assistant Vice President regularly.

Implements leadership evening and weekend leadership opportunities for FSW students.

Demonstrates leadership, personal and professional integrity as a member of the Leadership team of Student Engagement.

### **FSW L.E.A.D.S.**

Implements student recruitment, facilitation, training, communication, and student staff for FSW L.E.A.D.S. program.

Manages L.E.A.D.S Center, this includes, but is not limited to, managing and updating L.E.A.D.S Center space, ensures student accessibility to L.E.A.D.S Center, and communicates Leadership events, programs, and trainings at L.E.A.D.S Center to FSW community.

Identifies and selects appropriate resources and content for the development of L.E.A.D.S. Centers on all campuses.

Establishes and maintains a strong network of community leaders and opportunities for FSW students.

Evaluates and leverages effective and innovative learning technologies to support the delivery of leadership development programs at scale.

Performs 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 duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

## DIRECTOR, STUDENT LEADERSHIP

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree from a regionally accredited institution of higher education in business, communications, public relations, or a related field.

Three (3) years of full-time professional experience in Student Life, residence life, student development, retention, counseling, or a related field.

Knowledge of Student Life practices including student development, organizational skills, managing and resolving conflict, and the ability to speak extemporaneously.

Ability to travel independently to businesses, schools, and other community contact locations.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel, and Publisher) and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture. Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

#### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

## DIRECTOR, STUDENT LEADERSHIP

- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 40 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 3, 2023.