



Classification Description

Job Title: Director, Student Involvement

Pay Grade: 117

Job Code: 4219

FLSA Status: Exempt

Job Purpose

The Director of Student Involvement is responsible for creating, implementing, assessing, and evaluating student involvement, engagement, and development, for initiatives, education, and programming to enhance a student's co-curricular experience beyond the classroom at FSW. This position is responsible for creating and supporting a high-quality student involvement experience for all students FSW. The Director creates, implements, and facilitates opportunities for co-curricular learning and student involvement and engagement.

The Director of Student Involvement will ensure that all FSW students are knowledgeable, engaged, and aware of all involvement opportunities, education, training, and programming on all FSW campuses. This position will also promote proactive retention activities and student engagement. Also responds directly to student needs and issues affecting student well-being and involvement.

The Director of Student Involvement works with the Leadership team to implement involvement, engagement, curriculum, and initiatives to current and incoming students and the FSW community which directly align with the Student Life mission and strategic goals. The position requires a flexible schedule with evening and weekend hours.

This position is under the direction of the Assistant Vice President of Student Life.

General Responsibilities

Essential Functions

In collaboration with the Director, Student Transitions and Director, Student Leadership, the Student Life team, the Director, Student Involvement, creates, cultivates, and implements involvement 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 assigned Student Involvement staff.

DIRECTOR, STUDENT INVOLVEMENT

Provides and demonstrates leadership, guidance, and mentorship for the student government association, student organizations, and advisors. Serves as primary contact for all student organizations and advisors. Initiates student organization training, advisor training,

Supervises, maintains, and administers student organization budgets.

Implements budget training for advisors and executive boards for student organizations. Evaluates and approves budget requests from student association budgets.

Assists in the planning, implementing and coordinating of induction ceremonies, Orientation, and Welcome Week events and activities.

Co-Advises Greek letter organizations (Honor Societies and Service Organizations) at FSW.

Serves on Budget Allocation Committee.

Develops and implements long- and short-term goals and events for Student Involvement; develops calendars and coordinate event schedules.

Ensures compliance with College Operating Procedures for all student organizations, advisors, and budgets.

Serves as the Student Government Association Advisor. Travels with students to district and state meetings. Meets regularly with SGA and implements the process for elections annually.

Attends FCSAA meetings and is actively engaged in the state organization.

Works with the Marketing & Student Communications department in the development of marketing strategies to promote student involvement and leadership events.

Prepares, updates and distributes, in collaboration with appropriate leadership team(s), student organization manual.

Regularly assesses and evaluates Student Involvement's initiatives and outcomes for Student Life and development. The Director will report these assessments to Assistant Vice President, Student Life regularly.

Conducts training programs for campus student leaders to assure development of quality leadership within the student body. Provides leadership and training to the student clubs and the advisors to ensure success and assists with club activities, when needed.

Compiles data and prepares reports as needed for the department to include activity logs, required State reports for student government, club and organization budget reporting, and other data related to the department. Participates in the preparation of other reports for the department.

DIRECTOR, STUDENT INVOLVEMENT

Interprets and carries out rules, regulations policies and procedures related to student organizations and student government.

Supervises assigned Student Involvement staff. 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.

Presents for all FSW campuses to effectively represent Student Involvement, Student Life, and FSW.

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

Marketing & Communication

Prepares promotional information and calendars to communicate FSW, events and services in relevant locations, both on and off campus, and at all FSW campuses.

Works with Student Involvement team to manage Bucs Corner and all social media platforms for Student Involvement.

Submits edits for website content to the Office of Information Technology.

Collaborates with Marketing and Media for the Division of Student Life in the production and design of digital, photo and video content for social media and marketing materials.

Establishes and maintains a strong network of external vendors and community members. Secures and reviews vendor contracts for Student Involvement department.

Develops, organizes coordinates and oversees major educational and social programs for all 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 INVOLVEMENT

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.
- Makes decisions based on a variety of conditions and adopt effective courses of action.
- Exercise discretion and maintain confidentiality. Work effectively with all campus partners.

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.
- 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.

DIRECTOR, STUDENT INVOLVEMENT

- 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.