



## Classification Description

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**Job Title: Assistant Director, Student Involvement      Pay Grade: 116**

**Job Code: 4220      FLSA Status: Exempt**

### **Job Purpose**

The Assistant Director of Student Involvement, under the direction of the Director, Student Involvement, coordinates, plans, markets, and implements engaging campus programming and educational opportunities for students at FSW. This position manages, markets, and maintains FSW's Registered Student Organizations (RSO), and assists the Director, Student Involvement with the implementation of engaging programming for all FSW students.

The Assistant Director will assist with co-curricular programming and training, campus programming, and orientation, as well as meeting regularly with key student positions.

Additionally, the Assistant Director serves as a campus liaison and trainer for the Bucs Corner and social media for Student Involvement. This position provides leadership, training, and oversight of marketing initiatives for student leaders, advisors, and Registered Student Organizations for FSW campuses. This position requires flexible schedule with evening and weekend hours.

### **General Responsibilities**

#### **Essential Functions**

Oversees management and implementation of Student Organization registration process and training for students and advisors, including but not limited to, policy development, risk management, and student organization training and development.

Develops, evaluates, creates, and implements student involvement and programming opportunities for all FSW students.

Administrative functions include but are not limited to, assisting with budget management, risk management, and a strong emphasis on assessment and evaluation of program initiatives and student learning outcomes for Student Involvement initiatives and programs.

Provides leadership, training, and oversight of marketing initiatives for the Campus Activities Board (CAB).

Researches current trends and best practices for the delivery of student involvement and engagement.

## ASSISTANT DIRECTOR, STUDENT INVOLVEMENT

Facilitates external and internal relationships between and among student organizations, and internal and external communities for campus partnerships.

Collaborates in the planning and implementation of campus-wide programs and traditions, including Welcome Week events, Buc Block party, and Campus Life Awards.

Facilitates collaboration between the campus community and Student Involvement, serving as a liaison to other programming groups and key administrative offices and departments.

With the Director, Student Involvement, ensures that business transactions including, but not limited to, contracts and purchasing for student organizations comply with College procedures and regulations.

Creates and implements campus-wide programs that are aligned with FSW's College mission and Student Life's strategic plan.

Actively promotes, in both traditional and non-traditional mediums, opportunities for the campus to achieve maximum participation from FSW students.

Works collaboratively with professional staff to plan and implement Student Life-sponsored events.

Provides oversight or implements the use of social media, Bucs Corner, and emerging technology to publicize student events and enhance student involvement.

Assists the Director, Student Involvement with the supervision of student workers by recommending personnel decisions and assisting with training.

Recommends and supports new organizations or committees.

Coordinates the promotion of campus programs for Registered Student Organizations through Bucs Corner.

Facilitates onboarding of RSO officers and advisors.

Coordinates training for Bucs Corner for FSW campuses.

Provides leadership and guidance to campus student organizations on issues related to establishing new groups, developing programs, travel, and organizational problem-solving.

Trains and manages club advisors to ensure clubs are adequately organized and provide the best possible learning experience for the students.

Assists with assessments and evaluations for Student Involvement programming, advisor training, student involvement, and Registered Student Organization evaluations with Director, Student Involvement.

## ASSISTANT DIRECTOR, STUDENT INVOLVEMENT

Serves as the co-advisor to the Campus Activities Board (CAB) with Coordinator, Student Involvement and Wellness, Student Involvement, and ensures CAB adheres to the policies and procedures of the College.

Travels with the Student Government Association to district, state, and other related meetings/conferences.

Supervises Coordinator of Student Involvement and Wellness.

Serves on College committees, as assigned.

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.

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

#### **Minimum Qualifications**

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

One (1) year of full-time, professional work experience in a student services area of higher education or related field. Appropriate combination of education and experience may be substituted.

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

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.
- Provide work direction and guidance to staff/students.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Work autonomously to 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 written form.

## ASSISTANT DIRECTOR, STUDENT INVOLVEMENT

- Establish and maintain positive working relationships with faculty, staff, students and community.
- Work in a fast-paced, demanding environment.
- Display consistent follow-through with communication.
- Exhibit solid organizational skills and attention to detail.
- Collaborate with campus partners. Exercise discretion and judgment and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze, and present information in a meaningful manner.
- Collaborate and support 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.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manuals 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 views 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 15, 2023.