



## **Classification Description**

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**Job Title:** Assistant Director, Student Involvement

**Pay Grade:** 115

**Job Code:** 4220

**FLSA Status:** Exempt

### **Job Purpose**

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

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**

Assists Director, Student Involvement in the daily operations of the Student Involvement department.

Supervises full-time staff and student assistants, providing leadership and professional development opportunities.

Collaborates with the Director, Student Involvement in developing and implementing departmental vision, goals, and strategic initiatives.

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.

Supports administrative functions such as budget and risk management, with a strong emphasis on assessment and evaluation of Student Involvement programming, advisor training, and student learning outcomes

## ASSISTANT DIRECTOR, STUDENT INVOLVEMENT

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

Assists the Student Life Senior Leadership team in the planning and implementation of campus-wide programs and traditions, including, but not limited to, Welcome Week events, Buc Block party, and Campus Life Awards.

Develops and implements campus-wide programs aligned with FSW's mission and the Student Involvement strategic plan, while actively promoting opportunities through diverse mediums to maximize student participation.

Serves as a liaison to campus and external partners, fostering collaboration between Student Involvement, student organizations, other programming groups, and key administrative offices to support cohesive, impactful campus engagement.

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

Collaborates with department Specialist(s) to provide leadership, training, and oversight of Registered Student Organizations (RSOs), including support for event planning, organizational development, policy compliance, and marketing initiatives.

Recommends and supports the development of new student organizations or committee.

Co-advises the Campus Activities Board (CAB) alongside department Specialist(s), ensuring compliance with College policies and procedures.

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. An appropriate combination of education and experience may be substituted.

## ASSISTANT DIRECTOR, STUDENT INVOLVEMENT

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.
- 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.

ASSISTANT DIRECTOR, STUDENT INVOLVEMENT

**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. Revised: July 28, 2025.