



Classification Description

Job Title: Specialist, Student Involvement and Athletics

Pay Grade: 106

Job Code: 4256

FLSA Status: Non-Exempt

Job Purpose

The Specialist, Student Involvement and Athletics, is responsible for Athletic events, programming, and engagement with Athletics staff and Student Athletes, within Student Involvement on all Florida SouthWestern State College (FSW) campuses. This position reports directly to the Assistant Director, Student Involvement, and will implement and evaluate initiatives supporting FSW Athletics and programming for all FSW campuses. The Specialist supports and promotes Athletic programs, events, and athletes across all FSW campuses.

General Responsibilities

Essential Functions

Plans, schedules, creates, and implements co-curricular programming that focuses on promoting and providing educational, social, cultural, community service programs, student activities; and other campus events that facilitate student development, increase retention and graduation rates, and enrich student life at Florida SouthWestern State College.

Assists with off-campus activities, specifically focused on Athletic events, wellness, and programming, with the Coordinator, Recreation and Wellness.

Implements initiatives, programming, and involvement related to FSW Athletics for all FSW campuses.

Creates and implements Athletic annual events and traditions, including FSW Tailgates, Spirit days, etc.

Serves as Student Involvement liaison with FSW Athletics to evaluate and expand campus resources and services.

Maintains and initiates regular communication between Student Involvement and FSW Athletics.

Works closely with Athletics and Coaches to provide support for Student Athletes.

Works closely with Residence Life to establish programming to support Athletics and Student Athletes within the Residence Hall.

SPECIALIST, STUDENT INVOLVEMENT AND ATHLETICS

Recommends and implements new sports clubs, organizations, or committees.

Trains and maintains consistent communication and contact with advisors and executive boards for new sports clubs, organizations, or committees.

Manages, creates, implements, and maintains recreational and/or intramural activities across all FSW campuses. This includes the management, hiring, and training of Student Assistants for intramural activities.

Assists with the management of the FSW Fitness Center and the Student Assistants.

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

Promotes and maintains social media site, Bucs Corner, for Student Involvement.

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

Evaluates and assesses initiatives and programming.

Meets weekly with Student Involvement team for one-on-ones and staff meetings.

Administers and communicates appropriate risk management procedures for a consistent and safe programming environment and provides assessment measures as part of the maintenance, enhancement, and/or elimination of programming, training, dedicated events, and program initiatives.

Assists with Student Involvement team with programming, training, and campus partners for all FSW campuses.

Assists with Campus Activities Board along with Assistant Director of Student Involvement.

Serves on various campus 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.

SPECIALIST, STUDENT INVOLVEMENT AND ATHLETICS

Knowledge, Skills and Abilities

Minimum Qualifications

Associate'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.

Experience in development and implementation of extensive staff training and evaluation programs.

Demonstrated experience with program development, safety, and risk management. Strong organizational, interpersonal, and communication skills.

Ability to work a flexible schedule including nights and weekends.

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

Ability to demonstrate sensitivity and a strong commitment to working with a diverse student and faculty/staff population, along with the ability to demonstrate creativity, sound judgment, professionalism and dedication, and practice of sound student development principles.

Demonstrated experience using a personal computer, office software such as MS Office 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.
- Make presentations in front of various group sizes.
- 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.
- Ability to work evenings and weekends.
- 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.

SPECIALIST, STUDENT INVOLVEMENT AND ATHLETICS

- 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.
- 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 20 or more pounds.

Environmental: Normal general office.

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

Approved: April 23, 2024. Revised: July 1, 2024, and July 28, 2025.