



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

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

The Director of Student Involvement works with the senior leadership team to implement involvement, engagement, curriculum, and initiatives for current and incoming students and the FSW community that 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 Associate 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 to assigned Student Involvement staff.

DIRECTOR, STUDENT INVOLVEMENT

Provides and demonstrates leadership, guidance, and mentorship for the Student Government Association, student organizations, and advisors.

Collaborates with Community Standards and Care and Adaptive Services on Care and Conduct cases, supporting student well-being, resource connection, and alignment with College policies and behavioral standards.

Supervises, maintains, and administers student organization budgets.

Evaluates and approves budget requests from student association budgets.

Assists in the planning, implementing, and coordination of programming and events including, but not limited to, Becoming a Buc, New Student Orientation, and Welcome Week events and activities.

Provides strategic and administrative oversight for the Fitness Center, ensuring policies, procedures, and safety protocols align with College standards, risk management guidelines, and best practices in collegiate recreation, while supporting operational continuity as needed.

Co-Advises Greek letter organizations at FSW.

Chairs the Budget Allocation Committee.

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

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

Attends Florida College System Activities Association (FCSAA) meetings and is actively engaged in the state organization.

Works with the Marketing department to develop marketing strategies to promote student involvement and leadership events.

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

Regularly assesses and evaluates Student Involvement's initiatives and outcomes related to Student Life and student development. The Director reports these assessments to the Associate Vice President, Student Life, regularly.

Conducts training programs for campus student leaders to assure the 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.

DIRECTOR, STUDENT INVOLVEMENT

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.

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

Supervises assigned Student Involvement staff and serves as the 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 on behalf of all FSW campuses to effectively represent Student Involvement, Student Life, and FSW.

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

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

Provides oversight and direction for Bucs Corner and Student Life social media platforms, ensuring consistent messaging, brand alignment, and effective promotion of programs, services, and engagement opportunities.

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

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

Serves as a Case Administrator for Conduct and Academic Integrity cases as needed, ensuring fair, timely, and consistent resolution in accordance with institutional policies and procedures.

Participates in a rotating on-call schedule, responding promptly to incidents and providing appropriate support and guidance. Ensures timely and accurate communication with the Associate Vice President and other relevant stakeholders. Completes all required Maxient reports and related documentation for on-call incidents in a timely and professional manner, in accordance with institutional protocols.

DIRECTOR, STUDENT INVOLVEMENT

Serves as an active member of the Care Team, contributing to student support and intervention efforts.

Supports Student Life events, programs, and trainings through planning, participation, and collaboration.

Serve as an active member of the Senior Leadership Team, contributing to institutional decision-making, modeling professionalism and ethical leadership, and advancing the mission and values of Student Life across all campuses.

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, 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.

DIRECTOR, STUDENT INVOLVEMENT

- 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.
- 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. Revised: May 28, 2026.