



## Classification Description

---

**Job Title:** Director, Student Leadership

**Pay Grade:** 117

**Job Code:** 4221

**FLSA Status:** Exempt

### **Job Purpose**

The Director of Student Leadership is responsible for creating, implementing, assessing, and evaluating student leadership development, initiatives, education, and programming to enhance a students' co-curricular experience beyond the classroom at FSW. This position operates under the direction of the Associate Vice President of Student Life.

This position develops, implements, and maintains the College's commitment to student success and leadership development initiatives for all FSW campuses. This position ensures that FSW students are knowledgeable, engaged, and aware of leadership opportunities, education, and programming on all FSW campuses.

The Director of Student Leadership works with the leadership team to implement leadership education and initiatives to current and incoming students and the FSW community, which directly align with the Student Life mission and strategic goals.

### **General Responsibilities**

#### **Essential Functions**

In collaboration with Student Life, the Director will cultivate leadership opportunities for all students across all FSW campuses.

Advances the department's mission of soft skill development by intentionally integrating student learning outcomes across all programs and initiatives.

Provides vision and direction for a comprehensive student leadership framework that includes leadership development programs, civic engagement, and service-learning experiences.

Provides strategic, intentional, and operational supervision and management for all leadership initiatives while providing support and/or supervision of the Assistant Director of Student Leadership, the Coordinator of Student Leadership and Civic Engagement, the Coordinator of Student Leadership and Service Learning, and other staff, as assigned.

## DIRECTOR, STUDENT LEADERSHIP

Implements regular assessment and evaluation of student leaders, leadership workshops and trainings, advisors, and leadership programming and events. Assessments will be evaluated each semester with analysis of results and comprehensive reports shared with the Associate Vice President of Student Life and Vice President of Student Affairs and Enrollment Management. Reports and analysis will be shared each semester, with an overview that includes recommendations, analysis, and changes yearly. Develops, implements, and directs student leadership programming, including but not limited to, retreats, conferences, and workshops to support various populations on all FSW campuses.

Oversees the co-curricular student leadership ecosystem, ensuring alignment and collaboration among Student Government Association (SGA), Alpha Phi Omega (APO), Student Media, and Legacy Leaders.

Ensures student organizations and programs contribute to measurable student learning outcomes related to career readiness and personal development.

Leads the development and implementation of high-impact practices that promote experiential learning, reflection, and real-world skill application.

Provides leadership for civic engagement and service-learning efforts that engage students in meaningful community experiences supported by intentional learning and reflection.

Develops and participates in new student initiatives in fall, spring, and summer on all FSW campuses.

Develops new protocols and ensures compliance with College Operating Procedures and rules governing student groups and student leaders to strengthen existing and grow the number of student organizations on campus.

Reviews and approves requests for campus expenditures from budgets.

Collaborates, implements student training, and works directly with faculty and staff at FSW to support leadership development.

Develops partnerships, programs, and mentoring opportunities that connect student leaders with community leaders.

Supervises assigned personnel in Student Leadership 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.

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

## DIRECTOR, STUDENT LEADERSHIP

Collaborates with the Student Life leadership team to provide a robust selection of student organizations, resources, and engagement opportunities to support the needs of all students at FSW.

Provides leadership for implementing social media strategy, as it relates to the Student Life social media accounts.

Collaborates with the Marketing and Student Communications department to increase involvement and engagement of students enrolled across all academic programs and modalities.

Assists in managing Student Leadership's *Bucs Corner* page, FSW's campus engagement social media platform.

Collaborates with appropriate marketing personnel in the production and design of digital, photo, and video content for all communication channels.

Regularly assesses and evaluates Student Leadership's initiatives and outcomes for student engagement and development to report to the Associate Vice President regularly.

Implements leadership evening and weekend leadership opportunities for FSW students.

Demonstrates leadership and personal and professional integrity as a member of the Student Engagement leadership team.

Implements student recruitment, facilitation, training, communication, and student staff for "Accelerate Your Leadership" and Bucs Excursion: Service-Learning programs and initiatives.

Manages the L.E.A.D.S. Center including, but is not limited to, maintaining and updating L.E.A.D.S. Center space, ensuring student accessibility to the L.E.A.D.S. Center, and communicates leadership events, programs, and trainings at L.E.A.D.S. Center to FSW community.

Identifies and selects appropriate resources and content for the development of L.E.A.D.S. Centers on all campuses.

Establishes and strengthens campus and community partnerships to expand opportunities for student involvement, civic responsibility, and applied learning.

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 LEADERSHIP

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. Serves as an active member of the Senior Leadership Team, modeling professionalism, accountability, and a commitment to the mission and values of Student Life for all staff.

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.

### **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 LEADERSHIP

- 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.
- 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.
- 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 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: June 1, 2026.