



Classification Description

Job Title: Director, Student Leadership

Pay Grade: 117

Job Code: 4221

FLSA Status: Exempt

Job Purpose

The Director, Student Leadership is responsible for creating, implementing, assessing, and evaluating student leadership development, initiatives, education, and programming that enhance students' co-curricular experiences beyond the classroom at FSW. This position reports to the Associate Vice President of Student Life. The Director develops, implements, and maintains the College's commitment to student leadership development initiatives across all FSW campuses. The Director ensures that FSW students are knowledgeable about and engaged in leadership opportunities, education, and programming across all FSW campuses. The Director works with the leadership team to implement leadership education and initiatives for current and incoming students and the FSW community that directly align with the Student Life mission and strategic goals.

General Responsibilities

Essential Functions

In collaboration with Student Life, the Director cultivates leadership opportunities for 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 and operational oversight for all leadership initiatives and supervises the Assistant Director of Student Leadership, Coordinator of Student Leadership & Civic Engagement, Coordinator of Student Leadership & Service Learning, and other assigned staff.

Manages, maintains, and reports on the Student Leadership budget and serves as the budget administrator.

DIRECTOR, STUDENT LEADERSHIP

Implements regular assessments and evaluations of student leaders, leadership workshops and trainings, advisors, and leadership programs and events. Analyzes assessment results each semester and shares comprehensive reports with the Associate Vice President of Student Life and Vice President of Student Affairs & Enrollment Management. Provides an annual overview of results, recommendations, and program changes. Develops, implements, and directs student leadership programming including, but not limited to, retreats, conferences, and workshops, to support various populations across 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 that student organizations and programs contribute to measurable student learning outcomes related to career readiness and personal development and align with the strategic plans and missions of Student Life and FSW.

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

Participates in the development and implementation of new student initiatives during the fall, spring, and summer terms across all FSW campuses, including related travel.

Develops new protocols and ensures compliance with College Operating Procedures and rules governing student groups and student leaders to strengthen existing student organizations and increase the number of student organizations across all campuses.

Reviews and approves requests for campus expenditures from budgets.

Collaborates with faculty and staff across FSW to implement student training and support leadership development.

Connects student leaders with community and campus leaders and develops programs, service-learning opportunities, and mentoring experiences.

Supervises assigned Student Leadership personnel and serves as the point of contact for daily operational functions.

Represents Student Life on College committees, as designated, and collaborates with campus and community partners to ensure seamless support for students.

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

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

DIRECTOR, STUDENT LEADERSHIP

Provides leadership for implementing the social media strategy for Student Life social media accounts.

Assists in managing the Student Leadership *Corner page* on FSW's campus engagement platform.

Regularly assesses and evaluates Student Leadership initiatives and outcomes related to student engagement and development and reports the results to the Associate Vice President of Student Life.

Implements evening and weekend leadership opportunities for FSW students.

Demonstrates leadership and personal and professional integrity as a member of the Student Life Senior Leadership Team.

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

Manages the L.E.A.D.S Center, including, but not limited to, maintaining and updating the space, ensuring student access, and communicating leadership events, programs, and training offered at the L.E.A.D.S Center to the FSW community.

Identifies and selects appropriate resources and content to support the development of L.E.A.D.S. Centers across 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, responds promptly to incidents, and provides appropriate support and guidance. Ensures timely and accurate communication with the Associate Vice President of Student Life 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.

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

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

Serves as an active member of the Student Life Senior Leadership Team, contributes to institutional decision-making, models professionalism and ethical leadership, and advances the mission and values of Student Life across all campuses.

DIRECTOR, STUDENT LEADERSHIP

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 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 principles, conflict management and resolution, and public speaking.

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.
- 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.

DIRECTOR, STUDENT LEADERSHIP

- 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, and 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; and August 17, 2026.