



**Michigan Technological University
Division of Student Affairs**

**Office of Student Life
Director of Student Activities
Position Description**

Title: Director of Student Activities
Department: Student Life
Reports to: Assistant Vice President for Housing & Student Life
Appointment: 12 Months

POSITION SUMMARY:

The Director of Student Activities is responsible for providing leadership and oversight for student organizations, programming groups, the Outdoor Adventure Program, student leadership development and Greek Life. The Director plays a pivotal role working closely with students and assisting with initiating, planning, developing and leading events and activities to enhance the quality of student life and University experience for all students. The Director will work to ensure that student programming, leadership programs and activities are consistent with the mission and goals of the University and contribute to an enriched and robust quality of student life. Salary is commensurate with experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Direct, organize and lead all events, operations and functions of the Student Activities Office.
- Effectively lead, motivate, supervise, and evaluate the student activities professional, support and student staff, including the Student Organization Secretary in the Student Organizations Office..
- Work as a team member with Student Life in decision making, problem solving, strategic planning, coordination of student advising, budgets, collaboration and program evaluation and assessment.
- Educate student organization leaders and their advisors about procedures and available resources, i.e. advisor handbook, student organization manual, resource materials, workshops, etc.
- Develop and implement administrative procedures for student organization recognition. Continue to expand and maintain a “clearinghouse” of student resources.
- Coordinate and collect the information needed to created the Events Calendar.
- Lead weekly staff meetings.
- Evaluate and make recommendations on student activities policies.
- Advise the Undergraduate Student Government.
- Act as a student advocate, providing personal advice and appropriate referrals to students seeking assistance.
- Create and maintain departmental budgets.

- In collaboration with students, staffs, and faculty, direct the planning and coordination of University traditions such as K-Day, Homecoming and Welcome Week.
- Assist in providing direction and advise late night programming through the Student Activities Comedy Series.
- Coordinate the GLBT Safe Place Program membership processes and training sessions in conjunction with Keweenaw Pride and the National Coalition Building Institute.
- Collaborate with organizations on campus to provide a variety of Community Services including Make A Difference Day, The Standathon and Alternative Spring Break Trips.
- Support diversity programming on campus through offerings, committee membership and budget development.
- Assess program needs and develop and coordinate new programming initiatives.
- Assist students and staff with program development and implementation.
- Provide contract negotiation and contract processing support.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Functional supervision is exercised over professional, support and student staff responsible for delivery of student activities, Greek Life, leadership and Outdoor Adventure Programs.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Master's degree in student personnel or a related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Two years of professional experience in student affairs or related field demonstrating proficiency in budgeting, and personnel management.
- Experience in student activities, Greek Life, orientation, residence life, recreation management or similar office.
- Experience advising student groups.
- Excellent leadership, organization, interpersonal, and oral/written/presentation skills.
- Basic computer and software competency.

DESIRABLE:

- Experience in student event programming (conferences, speakers, dinner/dances).
- Experience with programs such as event planning, risk management, and academic intervention.
- Experience in educational programs directed at student development in higher education.
- Experience in LeaderShape®.
- Experience in Outdoor Recreation.

- Experience in assessment of educational outcomes in Student Activities.
- Experience working with, and creating numerous operating budgets for the office and individual programs.
- Experience with web-based applications and/or desk-top publishing.
- Experience advising fraternities and sororities.
- Expertise to develop, articulate and implement a vision for the Student Activities Office.
- Experience working effectively with administrative and academic sides of a University.

**OTHER SKILLS AND ABILITIES:
REQUIRED:**

- Demonstrated ability to creatively plan, organize, and execute complex events.
- Demonstrated teambuilding and networking skills.
- Demonstrated understanding of student development theory and a commitment to student success.
- Evidence of commitment to enhancement of diversity.
- Demonstrated ability and willingness to work evening and weekend hours.
- Demonstrated ability to function effectively in stressful work environments.
- Demonstrated capability in leading, managing and motivating staff.
- Demonstrated ability to build relationships and collaborate with faculty, students, parents, staff, and advisors.
- Proven competence in managing multiple tasks and competing priorities.

DESIRED:

- Demonstrated knowledge and expertise of today's students and ability to steer program priorities using institutional strategic planning directives.
- Experience being a goal-oriented, charismatic, self-disciplined, willing risk-taker with a genuine interest in the success of all students.
- Demonstrated knowledge of the latest in computing and technology for the student affairs area.
- A positive attitude towards innovation and creativity, and a sense of humor.

Michigan Technological University is an affirmative action/equal opportunity employer and aggressively recruits minority and female applicants in an effort to bring greater diversity to its workforce.