



Director of Campus Life Campus Life

CL/1

JOB SUMMARY

This position is responsible for directing the day-to-day administration, coordination and supervision of student programming as well as long-term and short-term fiscal planning. The Director develops, coordinates, and assesses comprehensive campus co-curricular involvement programs, and leads strategic and tactical planning efforts that results in student life initiatives that support the college vision, mission, and strategic goals.

MAJOR DUTIES

- Oversees the hiring, training and supervising of student staff.
- Coordinates campus clubs and organizations; reviews and approves applications for new organizations.
- Oversees the operation of student activities events and campus clubs.
- Oversees the operations and maintenance of student recreation facilities.
- Plans, implements and executes social, educational and cultural programming.
- Manages budget funds.
- Promotes campus activities, events and programs.
- Promotes student participation in student focused events and programs.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of student life principles and practices.
- Knowledge of budget management principles.
- Knowledge of event planning principles.
- Knowledge of computers and job-related software programs.
- Skill in the delegation of responsibility and authority.
- Skill in collaborating with multiple constituents.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Student Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include college policies and procedures, University System of Georgia policies and procedures, sport association rules, and club and organization by-laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of tasks to be managed contributes to the complexity of the position.

- The purpose of this position is to direct the college's campus life programs. Success in this position contributes to the student life experiences of college students.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, vendors, representatives of other colleges and universities, alumni, representatives of social service agencies, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Director of Campus Life (1), Campus Life Coordinator (1), Senior Administrative Assistant (1) and Assessment Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.