



Connecticut State Community College
Job Description
Director of Student Activities

Salary Level:
CCP 17

Date Approved/Revised:
9/26/22

Position Purpose

The Director of Student Activities develops, designs and implements a range of services to promote the social, cultural, fitness and recreational needs of students at a Community College. These services include such functional areas as: advising student government and other student organizations; co-curricular activities which enhance students' practical and community-service experience; activities which develop students' awareness and appreciation of multi-cultural social conditions; activities which develop students' leadership skills; and activities which support students' physical fitness and recreational needs.

Supervisory and Other Relationships

The Director of Student Activities typically works under the direction of a Dean or other administrator.

The position is required to have extensive cooperative and collaborative relationships with faculty, students, staff, the public and with professionals in peer organizations. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retention of students.

Major Accountabilities

The Director of Student Activities is accountable for providing services conducive to positive experiences and development of students at the College through effective performance in these essential functional areas:

- Program planning and development;
- Service delivery;
- Budget and fiscal management;
- Development and supervision of staff.

Examples of Duties

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. *Program planning and development:* The Director of Student Activities is accountable for developing programs which contribute to the retention of students and to enhancing their social and academic experiences at the College. This accountability includes such essential tasks as:

1. Assessing the social, cultural and recreational needs of the College's students;
2. Developing programs, strategies, events and activities to meet the developmental, leadership training and recreational needs of the College's students;
3. Reviewing and evaluating student activities and services to assess their effectiveness and making needed changes.

B. *Service delivery:* The Director of Student Activities is accountable for the effective functioning of assigned student services by directing and participating in their delivery. This accountability includes (when assigned) such essential tasks as:

1. Performing and supervising advisement to student organizations;

2. Supervising or arranging for supervision of events, training and conferences to develop awareness and sensitivity to diverse cultures including their publicity;
3. Supervising and participating in events and activities for enhancing socialization, volunteerism and recreational opportunities;
4. Supervising and participating in programs and activities for physical fitness, intramural and recreational athletics.

C. Budget and fiscal management: The Director of Student Activities is accountable for management of financial resources and for the value of services achieved with investments in equipment, systems and human resources. This accountability includes such essential tasks as:

1. Analyzing the resources needed to fulfill the organizational unit's service obligations including development of cost and benefit analyses and forecasts of student services requirements;
2. Preparing fiscally sound budgets including rationales for expected results to be achieved from expenditures;
3. Monitoring expenditures compared to budgets and initiating needed corrective action.

D. Development and supervision of staff: The Director of Student Activities is accountable for providing an appropriately qualified student activities staff and for assuring their effective performance. This accountability includes such essential tasks as:

1. Recruiting and recommending appropriately qualified staff for the College's student activities function within the constraints of fiscal and compensation policy;
2. Providing for training and development of assigned staff to assure their current and continuing competencies in their respective fields;
3. Providing leadership and direction to assigned staff;
4. Reviewing and evaluating performance of assigned staff, providing guidance and coaching where needed, and conducting constructive performance reviews with staff;
5. In collaboration with the College Human Resource Generalist, providing fair and effective administration of College human resource and labor policies.

Professional Participation and Development

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies including required computer skills and other bodies of knowledge required for job proficiency. The incumbent is required to maintain complete confidentiality of student records and other materials of a confidential nature.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Advisement of student organizations;
- Student activities including recreational activities and those oriented toward providing for enhancement of students' cultural and leadership experience;
- Strong information technology literacy skills;
- Supervising human resources;
- Developing and managing operating budgets and plans;

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's degree in an appropriately related field together with from two to five years of experience in a related field; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

Incumbents typically perform their work in offices, student centers and athletic facilities. The work does not, normally, involve significant physical effort. However, incumbents may actively participate in physical fitness and athletic training, and they may accompany students on field trips. Incumbents also may travel to regional or central meetings and conferences.