**Director, Student Activities Standard Job Description**

**Classification Title:** Director, Student Activities

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Student Activities, under general direction, oversees, develops, and coordinates student organization trainings including mandated risk management and hazing compliance trainings.

**Essential Duties and Responsibilities:**

**40% Coordination and Oversight of Student Activities**

* Act as a resource for all campus student organizations.
* Coordinate all campus-wide student activities such as orientations and events, developing budgets for activities.
* Oversee New Student Orientations and ensure compliance with university, state, and federal regulations.
* Directly oversee the management and coordination of student facilities including the Recreation Sports Center.

**20% Leadership and Supervision**

* Supervise and set performance standards for staff involved in Student Activities and Organizations.
* Coordinate training for student leaders and organizational advisors.
* Interview and select student leaders as needed.

**10% Budget Management and Fiscal Oversight**

* Administer the budget and oversee fiscal operations for Student Activities and Organizations.
* Develop and seek funding for activities that promote the mission of Student Activities.
* Audit organization financial accounts to ensure proper documentation and compliance.

**10% Risk Management and Compliance**

* Assess and mitigate potential risks associated with campus activities.
* Ensure completion of after-action reports for relevant activities.
* Confirm eligibility of elected student leaders and ensure compliance with university policies.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Ten years of related experience in student activities or related field.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends. Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**