

UNION

COMMONWEALTH UNIVERSITY

JOB DESCRIPTION

Title: Director of Campus Life and Civic Engagement

Department: Student Development

Supervisor: Dean of Students

FLSA Status: Salary, Exempt

Characteristics of Job:

The Director is responsible for planning and arranging social, cultural, and recreational activities for the student body and the community, according to university policies and regulations by performing the following duties personally or through subordinate supervisors. If the Dean of Students is absent, the Director may operate with limited supervision and self-direction under prescribed guidelines. The Director is also in charge of managing 20 positions including Graduate Assistants, Campus Activities Board assistants, and work-study positions. The Director is to also supervise and lead up to 30 students in the Common Partners Program, and SGA alongside Dean of Students. In addition, the Director is responsible for the overall direction, coordination, and evaluation of these units, carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws, and interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The Director will also manage all campus life budgets and civic engagement budgets.

Examples of Duties or Responsibilities:

- Direct the Campus Center, liaison with Physical plant to ensure the safety and condition of the building.
- Plan, implement, monitor, and evaluate the specific programs, functions, and services of the Campus Center, including operating policies, procedures, and methods. Develop and modify programs/systems in accordance with student needs and institutional objectives and resources.
- Supervise campus life staff and student staff (CAB). Plan and conduct training programs and staff meetings related to campus life. Plan, request and administer the budgets associated with the campus life area.
- Management/oversite of all Graduate Assistants for Student Life.
- Coordinate Family Day, Welcome Weekend, Spring Fest, and Holiday Celebrations. Assist with the coordination of Move in Day, Homecoming Activities, and Commencement with other offices as needed.
- Contact caterers, entertainers, decorators, and others to arrange scheduled events.

- Be present during CAB activities and events, facilitating the implementation and leadership of events.
- Maintain a working relationship with vendors and performers.
- Facilitate the implementation and budgeting for campus activities.
- Participates in summer orientations, transfer orientations, and international student orientations.
- Advises student clubs and organizations on financial status and methods for improving their organizations.
- Oversee the Common Partners Program that comprises of approximately 30 scholarships.
- Award the Common Partners Scholarship to students.
- Supervise daily functions linked to the programmatic goals of Civic Engagement
 - Common Partner Service Sites
 - U-Serve initiatives
 - Service Learning
 - Community-Based Learning and Research
 - Campus Service Project
- Manage Campus Life and Civic Engagement budgets.
- Collaborates with Union and Knox County officials to organize service events.
- Promotes student participation in social, cultural, and recreational activities.
- Coordinates preparation and publishing of student affairs calendar.
- Collect and distribute items for the Student Development Donation Center. Items such as canned goods, clothing, and hygiene products.
- Maintain and organize CAB offices and storage spaces.
- Assisting in scheduling resources managed by Student Development.
- Maintain a working relationship with the Student Government Association to implement changes the student body would like to take see place.
- Facilitate, organize and execute intermural activities.
- Operate campus life social media pages.
- Other duties as assigned by the Union Commonwealth University President and Dean of Students.
- Job responsibilities include driving on University business for your department whether the frequency is daily, weekly, monthly, or occasionally.

Minimum Requirements:

- Bachelor's degree required. Master's degree preferred.
- Cursory knowledge and ability to work with Microsoft Office Suite.
- Ability to supervise student and professional staff.
- Effective communication skills.

Additional Requirements:

- Criminal background check prior to employment

Typical Working Conditions and Unique Physical Requirements:

- Work is typically performed in an interior office.
- Noise levels are generally quiet to moderate.
- Will report to the office during regular business hours and include nights and weekends as needed.
- Frequently required to stand, walk, and sit for extended periods of time over various terrains.
- Occasionally required to reach with hands and arms, bend, stoop, kneel, or crouch.
- Recurrent climbing of interior and exterior stairs.
- Vision capability required but not limited to distance, peripheral and low light.
- May be required to lift or carry items weighing up to 25lbs.

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality.

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