



Job Title	<u>Director, Student Involvement</u>	Job Code	<u>SD0731</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>19</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Student Involvement/ Leadership</u>

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Student Involvement/Leadership Professionals provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

Job Summary

Responsible for the development and promotion of a comprehensive student involvement program including, but not limited to, Student Government (SGA) main and branch campuses, education, cultural, social and entertainment programs, volunteerism, leadership and organizational development, peer education, and other campus wide initiatives.

Representative Duties

1.

- Provides administrative oversight for all Office of Student Involvement (OSI) operations including budget oversight, staff supervision and development, office space management and allocation, event scheduling and notification, etc.
- Serves as the primary advisor to Student Government Association (SGA)
- Supports SGA in retreat planning, leadership develop and program planning and execution
- Represents of the Office of Student Involvement on university and division wide committees and campus wide initiatives
- Works with OSI staff and other university partners to create intentional educative environments for those students participating in involvement opportunities
- Secures funding for Office of Student Involvement (OSI) and its affiliated Student Agencies via Activity Service and Fees (ASF) and ensure the appropriate expenditures
- Approves proposed expenditures for OSI and Student Government
- Coordinates and develops a strategic plan for the Office of Student Involvement, which includes the development and implementation of a comprehensive assessment plan

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Master's Degree 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.