FISK UNIVERSITY

Job Description Form

Position Title: Director of Student Development & Programs

Department: Division of Student Engagement & Enrollment Management

Reports To: Dean of Student Engagement

FLSA Designation: Exempt

Bargaining Unit Position: N/A

Date Written/Revised: December 2012

POSITION SUMMARY

The Director of Student Development & Programs is responsible for the development and delivery of a comprehensive co-curricular program of student activities, which serves a diverse student population and includes cultural and social programming. The Director will engage students and staff in efforts to shape an effective and dynamic program that supports student retention, facilitates student learning, and cultivates community engagement. The Director will plan, implement and direct the programs and services delivered through the University's student activities units including Sorority and Fraternity Life, Fisk Movie Theater, Game Room, Sound Productions, and Clubs and Organizations. The Director will manage the departmental budget and provide departmental oversight for strategic planning and assessment efforts. The Director shall coordinate leadership programming among all student clubs and organizations and collaborate with campus constituencies to generate and maintain robust student participation. This position reports to the Dean of Student Engagement.

ESSENTIAL FUNCTIONS

- Collaborate with other programming efforts, bolster campus traditions, and build partnerships with student organizations and University units that administer co-curricular programs as an extension of the educational experience;
- Serve as the day to day advisor for Fisk University student center and the university's comprehensive student government;
- Coordinate the campus community service initiatives and collaborate with faculty and to boost student participation;
- Coordinate the registration and overall advisement of approximately 70 student organizations for undergraduate, graduate, and professional students;
- Manage Greek Life including proactive anti-hazing education and training for the campus;
- Advise the Student Activities Board (SAB);
- Maintain and interpret student organization policies and procedures;
- Coordinate student organization resources, including development of an online database management for student organizations;

- Collaborate with other campus departments regarding programming, and
- Other duties as assigned.

ORGANIZATIONAL RESPONSIBILITY

Graduate Assistants and Office Support Staff.

QUALIFICATIONS

Education: Master's degree preferred, Bachelor's Degree required from an accredited college or university.

Experience: The successful candidate's experience and background will include:

- A minimum of two (2) years of direct work experience in college student development, activities, or programming;
- Demonstrated knowledge of research and issues relating to college student development and the ability to translate this information into programming and resources designed to support student retention and success;
- Strong advising, program development, and management skills (including budgeting and financial management);
- Knowledge and understanding of academic programs; strong strategic planning, management, organizational and communication skills required;
- Background and familiarity with programming philosophy of NACA and/or student development theory;
- Experience with contract negotiations preferred;
- An understanding of the value of holistic student development and of the motivations of students who participate in co-curricular learning experiences is required;
- An understanding of and the ability to apply student development and learning outcomes theories is required;
- The ability to sustain communication with diverse groups, anticipate problems, reconcile conflicts, and maintain a strong philosophical base for student activities; and
- Excellent written and verbal communications are required.

Licenses or Certificates: None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.