

Position Description

Position Title: Director of Student Activities and Operations

Classification: Unclassified

Function of Work: Responsible for development and supervision of all Recognized Student Organizations (RSO) at NSU, particularly Student Activities Board (SAB). Provides guidance in establishing goals and standards in implementation of student activities. Assists the Executive Director of Student Union Life in Student Union and facilities and camp management.

Supervision Received: Director of Student Union Life

Supervision Exercised: Graduate Students, Student workers and staff members assigned to Student Activities and the Student Union.

Qualifications: Master's Degree with experience in Higher Education, student personnel.

RESPONSIBILITIES

- Work with student organizations in the development and coordination of programs that meet the educational, cultural, social and recreational needs of the students and the University community.
- Advise all student organizations to organize, set goals and implement programs and objectives that meet student needs and institutional goals.
- Assist all RSOs in meeting university and national policies; responsible for communication, implementation, and oversight of policies and procedures in areas of supervision; responsible for recommending to the Director of Student Union Life revisions to policy or development of new policy.
- Establish communication between organizations and the NSU Community including off campus sites and online students to encompass campus wide meetings, media and marketing campaigns, and other means to communicate student programming.
- Serve as the Chief Administrator for Org Sync portal system, the electronic communication platform for RSOs; responsible for maintenance of the Student Life Websites.
- Prepare and distribute the Student Activities Calendar of Events.
- Supervise and advise the Student Activities Board (SAB); assisting in program development to meet social, cultural, and recreational goals of the NSU Student Body to include but not limited to Homecoming Week, Spring Fling, Lady of the Bracelet, Welcome Week, Unite to Fight, and all other SAB supported events.
- Supervise the SAB in budget development and all facets of budget management for SAB funds to include serving as Budget Unit Head.
- Assist the Director of Student Union Life in operation of Friedman Student Union to include but not limited to, calendars, reservations, setups, and camps, particularly Boys and Girls State.
- Assist the Director of Campus Food Service with food exemptions.
- Supervise student workers, graduate students and other staff assigned to Student Activities.

- Serve as chair of the NSU Who's Who Committee and the Committee on Organizations and serves on the Auxiliary Services Exemption Committee, the Student Affairs Council, and the Auxiliary Services Committee and other committees as assigned by the Dean of Students.
- Teach University Studies 1000 and other courses as qualified.
- Perform other duties as assigned by the Director of Student Union Life.