

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Director of Student Life and Leadership**

Data Year: 2018

Prepared On: 04/03/2019

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Department:	Student Services	Grade:	12
Reports To:	VP of Students	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	C Donovan	Effective Date:	07/01/2017
		Revised Date:	04/03/2019

**Role:**

Coordinates the retention efforts of the Traditional Undergraduate program through appropriate program planning and implementation to meet the needs and wants of the current population of students and aid in the development of their skills associated with their passions outside the classroom and increase their experience while at the College.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 30% | Develops, promotes, executes and evaluates social, cultural and recreational activities for the College student body. Responsible for maintaining and posting upcoming events on the student activities calendar.  |
| E | 20% | Directs and manages the office and student union. Hires, trains and supervises student workers to assist in the running of the student activities office and student union. Creates a team atmosphere and provides communication to staff on activities.   |
| E | 20% | Develops budgets, schedules and overall marketing of student activities. Coordinates with public relations and outside publication vendors to insure proper advertising. Develops, creates, administers, and/or distributes letters, newsletters, flyers and guidelines for clubs/organizations. |
| E | 10% | Advises student clubs/organizations in the development/execution of their activities/events according to college policies and procedures. Tracks student membership in clubs/organizations. Sponsors Student Government Association (SGA) and Student Activities Council.                        |
| E | 5%  | Attends college and departmental meetings. Takes, types and distributes minutes when requested. Maintains and operates various machines and equipment used by department. Attends training sessions and may serve on committees.   |
| E | 5%  | Maintain statistical reports, surveys and other records to assess accomplishments, student learning outcomes and departmental needs.   |
| E | 5%  | Provide and conduct leadership seminars, training and workshops for campus clubs/organizations and student groups.   |
| E | 5%  | Chair Student Judicial Board, responsible for the recruitment and training of students and staff that are members on this board and the overseeing of student appeals.   |

**Performance Measurements:**

1. To understand the responsibilities of being role models to students on the campus.
2. To maintain a good working knowledge of all policies and procedures pertinent to the department

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3. To ensure departmental budget remains within allocated limits
4. To provide support to student activities/events including evenings and weekends
5. To encourage creativity and innovation in program planning
6. To develop strategies to ensure effective publicity and promotion of student activities
7. To provide leadership and direction for Student Government Association, Student Activities Council and campus clubs
8. To serve as a resource to all student organizations
9. To perform duties as assigned by the VP of Student Services and/or President

**Knowledge and Skills:**

Experience	Six months to two years of similar or related experience.
Education	A Bachelor's degree.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	Knowledge: About student activities  Skills: Supervisory skills Group facilitation Effective computer skills Ability to communicate with diverse groups, anticipate problems and maintain a strong focus on student engagement Ability to analyze situations and make decisions in procedural matters independently  Abilities to: Get along with a diverse student body Initiate events and demonstrate initiative when unsupervised Be seen around campus as a positive role model for students Sustain communication with a diverse groups, anticipate problems and resolve in a timely manner
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly.  Sitting for a period of 1 hour at one time with a total of 4 hours Standing for a period of 30 min at one time with a total of 2 hours Walking for a period of 30 min at one time with a total of 2 hours Lifting up to 100 lbs. occasionally

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Carrying up to 5 lbs. frequently and up to 100 lbs. occasionally  
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling  
Use both feet for repetitive movements as in operational functions  
Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally  
Keyboarding 2-5 hours daily  
Exposure to unprotected heights by using the ladder or in the challenge course  
May need to run occasionally (ie: during intramurals)

Work Environment Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature