



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA Date created or revised: 11/17/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: Yes Campus Security Authority: No

Title: Director, Student Activities
Status: Full-time, 35-hour week (may involve evening and weekend hours as required)
Grade: 12
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Associate Dean of Students

PRIMARY PURPOSE:

The Director of Student Activities is responsible for creating and maintaining a comprehensive co-curricular program that engages students outside the classroom and enhances the student experience at Rhode Island College. Plan, design, implement and assess a full array of engagement opportunities that meet the needs of a diverse student body, provide leadership development opportunities for students, and promote students' civic/community service involvement.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop, implement, and evaluate co-curricular activities that meet the needs of the student body and its diverse subpopulations, such as concerts, movies, dances, lectures, workshops, training programs, mentor programs, advocacy campaigns, etc.
- Recruit, select, train, supervise, and evaluate full-time, graduate and student staff to support the work of Student Activities.
- Oversee student organization registration process and training programs including annual club renewal processes, member recruitment efforts, and dissemination of information regarding club privileges, responsibilities, and related College policies.
- Overall responsibility for a leadership development program to cultivate emerging student leaders and enhance the skills and competencies of current student leaders.
- Responsible for the Greek Life system including all fraternities and sororities, the Greek Council(s), supervising recruitment and intake processes, engaging in partnerships with fraternity/sorority Inter/National Headquarters staff, Chapter Advisors and Faculty Advisors as well as organizing and implementing Greek related leadership development and community service programs.
- Coordinate programming that promotes community service for student organizations and student body.
- Assist with the development of strategies for incentivizing participation in student involvement programs.
- Administer the Student Programming Board; including student staff, fiscal systems, and implementation of programs.
- Responsible for finances related to the day-to-day operation of Student Activities programs.
- Serve on designated College committees.

- Assist with the delivery of special events.
- Assist in the preparation of reports.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Dean of Students and/or the Vice President for Student Success.
- Work evening and weekend hours as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in student personnel/higher education administration or a related field.

Experience:

Four years' successful professional experience in a college or university setting in student activities or work involving administration, recreation, student and staff development or similar activities.

Skills, Knowledge and Abilities:

- Knowledge in issues relating to the Student Affairs and Student Activities profession.
- Excellent organization and planning skills to implement multiple, concurrent projects.
- Excellent written and verbal skills.
- Competence in utilizing various technology applications, electronic communication, word processing, and other related functions.
- Demonstrated ability to motivate, train, and supervise professional and student staff.

PREFERRED:

Membership in a fraternity or sorority, or at least two years of experience advising fraternities or sororities.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.