

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Executive Director, Campus Activities
& Leadership Initiatives

EEO CATEGORY: Administrative
JOB NUMBER: 9-2133
STATUS & GRADE: E-NC
DATE: 04/2010

DEPARTMENT: Student Activities

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's degree in Student Personnel Administration or related field. Five (5) years experience in student personnel administration or related field. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Ensures, as well as participates in, the planning of leadership development programming (e.g. leadership styles, project management, budget management, human relations skills, fund raising strategies and facility planning, community service, membership recruitment, community relations, etc.) for student organizations, fraternities and sororities, multicultural and international student services, and the general student population. Ensures coordination and collaboration between student center operations, student activities programs, and the SHSU on-campus and off-campus communities.

SUPERVISION GIVEN & RECEIVED: Supervises the Multicultural Student Services Coordinator, Student Activities Program Coordinators, Spirit and Traditions Program Coordinators, clerical employees, and student and graduate assistants. Reports directly to and receives general direction from the Vice President for Student Services.

PRIMARY RESPONSIBILITIES: Provides administrative leadership in advisement, programs and services to approximately 165 student organizations including Greek fraternities and sororities and multicultural and international students. Provides administrative leadership in budget planning, personnel management, procedure development, and policy recommendations. Plans, coordinates, implements, and evaluates student development programs and special projects in cooperation with the Office of the Vice President for Student Services. Ensures, as well as participates in, the planning, coordination, implementation, and evaluation of student development programs for commuting students and non-traditional students. Develops, implements, and evaluates promotional strategies to encourage student involvement in student development activities and programs offered. Plans and coordinates the Tree of Light Ceremony, Organization Fair, Student Organizations Workshop, Traditions, Spirit and Multicultural and International Student programs. Maintains appropriate liaisons with campus programmers, facility managers, faculty, and other staff who can impact student development. The Director will oversee all fiscal, personnel, and facility matters of the department. This includes, but is not limited to, budget preparation and supervision, personnel selection and evaluation, and facility improvement and ongoing maintenance. Serves on university and Division of Student Services committees as requested or assigned. Performs other duties as assigned.

OTHER SPECIFICATIONS: Contact almost daily with other campus departments, faculty, administration, staff, parents, and students.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.