

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

TITLE: Assistant Director of Student Activities

EEO CATEGORY: Professional

JOB NUMBER: 9-2134

STATUS & GRADE: E-13

DATE: 10/2006

DEPARTMENT: Student Activities

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's Degree in related field. Minimum of three (3) years total work experience in collegiate student activities or related area and/or experience advising students or organizations including knowledge of fraternity/sorority systems and leadership education. At least two of the three years experience in developing, implementing, and evaluating campus-wide programming desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Assist the Director in overall office management, and in the creation and implementation of large scale campus events and activities. Serve as the Coordinator of Student Organizations administering policies and procedures relating to university recognition, use of facilities, and posting privileges. Providing administrative leadership to the Greek system. Assume leadership role in the absence of the director in day-to-day operations of the department.

SUPERVISION GIVEN & RECEIVED: Supervises exempt staff, graduate assistants and student assistants. Receives general direction from the Director of Student Activities.

PRIMARY RESPONSIBILITIES: Assists the Director in planning and implementing campus-wide retention and student development programs and activities including Welcome Week, Parents' Weekend, Homecoming, Tree of Light, Organization Fairs, and The Sammy Awards. Assists the Director in daily operations including but not limited to the following: publication approvals, purchasing, supervising student employees, and serving on university committees. Supervises the Office of Multicultural and International Student Services. Develops and coordinates ongoing student leader training programs. Provides support for faculty/staff advisors by coordinating training, development, and recognition programs. Produces publications such as organization guides, monthly activities calendars, organizations handbooks, and newsletters and promotional materials. Provides administrative leadership to the Greek life groups, and their individual members and chapter officers. **Advising services include:** direction and assistance with the overall operation of the Greek system including elections, officer training, fiscal management, risk management, records and documents, interpretation and adherence to university policies and procedures, judicial hearings and procedures, and membership education and training programs. Provides assistance and advice in the planning of Greek system programs including Pledge Presentation, Greek Week, Community Involvement, and fundraising. Provides assistance and direction with the internal judicial system which addresses issues such as risk management violations, fighting, undesirable behavior, community and university complaints, and internal grievances. Monitors scholastic standing of chapters and chapter members and recommending programs for improvement. Provides workshops, retreats, and seminars on relevant topics (e.g. substance abuse, human relations, human sexuality, and eating disorders). Performs other related 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.