

## **Director of Campus Activities**

Under the direction of the Dean of Students, the Director of Campus Activities will be primarily responsible for leading Welcome Week activities for new students, for developing a program of campus activities, advise the Student Government, oversee campus clubs and organizations, and leadership programs, and for administering the promotion of campus activities in campus venues.

### **Description of duties and tasks:**

Oversee a graduate student and work study students

Collaborate with faculty, staff, and administration to deliver a comprehensive new student transition experience for all new students.

Advise clubs and organizations providing leadership training, event planning skills, staff selection and ongoing coaching and development, and budget monitoring; to act as a campus resource and contact for planning, scheduling, coordination and production of all student activities.

Act as the campus resource for student activities and contracted activities, responsible for coordinating adequate and advance planning and support for these events, contracting and payment, and training graduate student employee and work study students who serve on the Campus Activities Board staff to coordinate all event services.

Manage and update the Student Handbook.

Chaperone significant off-campus events, and arrange for sufficient staff coverage where judged necessary at other student activities on or off-campus.

Maintain a professional image and manner consistent with Milligan College's mission and goals.

Participate in regular staff meetings with student development staff.

## **Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Bachelor's degree required, Master's in student development, education, or related leadership experience strongly preferred.
2. Excellent verbal and written communication skills.
3. Ability to relate effectively to students, faculty, staff, alumni, and the general public.
4. Understands the philosophies and objectives of Milligan College especially as they related to student affairs.
5. High technical ability preferred, including aptitude in Microsoft Word, Excel, PowerPoint, and Outlook.