



## **DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

<b>POSITION TITLE:</b>	Director of Stockdale Student Center
<b>PERSONNEL CLASSIFICATION:</b>	Administrative Staff, Full-Time
<b>DEPARTMENT:</b>	Student Affairs
<b>POSITION SUPERVISOR:</b>	Vice President for Student Affairs and Dean of Students
<b>DEPARTMENT HEAD:</b>	Vice President for Student Affairs and Dean of Students

**GENERAL OVERVIEW:** In collaboration with the Student Affairs team, the Director of Campus Events plays a key role in providing direction and visionary leadership within the context of the College's mission to the areas of oversee the offices and services of the Stockdale Student Center; master calendar and event management, camps and conferences, student services, advisor for the student programming board, with direct report fraternity and sorority life.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** May include, but are not necessarily limited to the following:

- 1.) Oversee daily operations of Stockdale Student Center.
- 2.) Maintain utmost degree of confidentiality.
- 3.) Directs scheduling, planning, implementation and assisting with programming on major weekends including Family Weekend, Homecoming, Matriculation and Commencement.
- 4.) Collaborate with campus partners to provide inclusive and developmental programming and resources for progressive student engagement that supports the mission and strategic plan for the Division of Student Affairs.
- 5.) Direct, coordinate, and support the Office of Campus Events.
  - a. Supervise and support the Reservations Coordinator/Administrative Assistant for Campus Events.
  - b. Hire, train, and supervise Stockdale Managers.
  - c. Creation and implantation of standard operating procedures.
  - d. Develops policies and standard operating procedures for department.
  - e. Oversee daily operations.
  - f. Help maintain Master College Calendar.
  - g. Help coordinate and process room reservations for campus wide meetings, events.
  - h. Assists with special projects and events sponsored by the Office of Campus Events.
  - i. Manage Office of Campus Events budgets.
- 6.) Direct, coordinate, and support the Audio Visual Department.
  - a. Hire, train, coordinate and supervise AV Tech Crew.
  - b. Manage and purchase equipment.
  - c. Manage AV budget.

- 7.) Direct, coordinate, and support the Scots Cruisers program.
  - a. Hire, train, coordinate and supervise Scots Cruiser mechanics.
  - b. Create and implement standard operating procedures for Cruisers.
  - c. File incident reports to student violators.
  - d. Manage and purchase equipment.
  - e. Manage Scots Cruiser budget.
- 8.) Direct, coordinate, and support the Scots Shuttle program.
  - a. Hire, train, coordinate and supervise Scots Shuttle Drivers.
  - b. Create and implement standard operating procedures and schedules for shuttles.
  - c. Coordinate student reservations and submit shuttle charges.
  - d. Manage Scots Shuttle budget.
- 9.) Advising of the Association for Student Activity Programming (ASAP).
  - a. Meet regularly with ASAP chairs.
  - b. Attend and support ASAP programs.
  - c. Attend regular ASAP meetings.
  - d. Manage ASAP budget.
  - e. Attend regional and/or national NACA events with student delegation.
  - f. Manage ASAP recruitment efforts.
  - g. Directs and Coordinates campus reservation operations as they relate to camps and conferences and ASAP events.
  - h. Oversee and/or assist with programming on major weekends, sponsored by ASAP, including the Involvement Fair, Family Weekend and Homecoming.
- 10.) Direct and support the Assistant Director of Fraternity and Sorority Life with:
  - a. the management of operations and develop the services of the Office of Student Engagement.
  - b. working collaboratively with the Scots Student Senate (student government) in the new student organization recognition process.
  - c. the management of the annual student organization recognition process including tracking and documenting members.
  - d. planning and implementation of the annual Student Involvement Fair.
  - e. the coordination, development and conducting of workshops in areas of expertise.
  - f. Providing resources, outreach and guidance to student organization advisors.
  - g. the continuous advertisement for involvement opportunities including the weekly "What's Happening" publication.
  - h. providing visionary leadership to the entire Greek system including strategic planning, overall evaluation, development and implementation.
  - i. advising Panhellenic Council and Order of Omega
  - j. overseeing all aspects of sorority recruitment, including but not limited to the hiring, training and advising of Recruitment Counselors, managing Campus Director, and ensuring NPC policies and procedures are followed by campus organizations.
  - k. supporting and encouraging sorority chapter members to attend national leadership opportunities and National Panhellenic Council Academy.
  - l. acting as liaison between the College and National Panhellenic Council organizations.
  - m. working with the sororities to create supportive advisory boards.
  - n. providing guidance and support in the areas of risk management, responsible

- chapter and fiscal operations and philanthropic work.
  - o. developing, planning and implementing Greek Week, including the Greek Life awards banquet.
  - p. collaborating with the Division of Student Affairs to plan and implement leadership development and educational programming within the fraternity and sorority community including officer training and transition, new member education, and risk management education.
  - q. serving as the liaison to inter/national headquarters; alumni; chapter advisors; and College departments such as Alumni Relations and Housing.
  - r. generating reports detailing Fraternity and Sorority Life grade points, recruitment, and membership statistics.
- 11.) Direct scheduling, planning and implementation of a comprehensive camp, conference and special events program.
- a. Develops marketing strategies for future revenue generating camp, conference and special event clientele.
  - b. Cultivates a network of potential camp and conference clientele at a level supported by the College.
  - c. Negotiates contracts and agreements.
  - d. Ensures reinforcement of institutional insurance policies.
  - e. Risk Manager for Office of Campus Events.
  - f. Coordinate summer program housing.
  - g. Collects, analyzes and maintains summer program statistical data.
  - h. Onsite management of all aspects of summer programs, conferences and assigned special events.
  - i. Oversee, supports management of athletic department summer programs and shoot outs in conjunction with sponsoring coaches.
  - j. Coordinates all Camps and Conferences hiring paperwork for temporary employees.
  - k. Act as liaison between Camps and Conferences and the Personnel Office, Business Office, Maintenance and Food Service.
  - l. Other duties as assigned.

**EDUCATION & EXPERIENCE:** Master's degree in College Student Personnel or related field required, plus 3 – 5 years of administrative experience.

**REQUIRED SKILLS:**

- Excellent organization, communication and self-management skills.
- Knowledge of relevant labor/employment law and policies, and HR rules.
- Must be able to work a flexible and variable schedule including evenings and weekends.
- Ability to manage confidential information.
- Ability to manage budgets.
- Proven record of multi-tasking.
- Strong problem-solving and interpersonal skills.
- Proficient in Microsoft Word and Excel.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**GENERAL EXPECTATIONS OF POSITION:** Regular attendance on the job is an essential function of the position. Maintain flexible and timely work hours as assigned by position supervisor. Conduct and dress is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**WORK RELATIONSHIPS:** Reports to the Vice President for Student Affairs/Dean of Students. Works directly with other members of the Student Affairs staff. Regular contact with Monmouth College students, employees, vendors and camp/conference participants.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this Description may be added to, amended, or deleted at any time by the position supervisor, department head, Human Resources, or President.