Job Title: Campus Life Director

Job Summary

The Campus Life Director is responsible for planning and organizing campus life activities at a technical college.

Major Duties

- Plans and organizes campus life activities at a technical college;
- Ensures and oversees the maintenance and proper use of facility, equipment and supplies;
- Prepares the college-wide quarterly calendar;
- Participates as a member of the management team in order to coordinate and integrate the efforts of the program with the rest of the technical college;
- Assists with the design and execution of special events, projects and activities as requested;
- Directs and supervises campus life work study students;
- Manages and oversees financial/budget operations of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

Competencies

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of the practices of student life program development and implementation
- Knowledge of the rules and regulation of student organizations
- Knowledge of budget development and management principles
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

Minimum Qualifications

Bachelor’s degree in a course of study related to the occupational field *and* Three (3) years of related work experience
## PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.