



## **DIRECTOR OF STUDENT ACTIVITIES STUDENT AFFAIRS**

---

**REPORT TO:** Vice President for Student Affairs  
**E CLASS:** FT-12 Month  
**FLSA:** Exempt

---

### **PURPOSE:**

The Office of Student Affairs invites applicants to apply for the Director of Student Activities position. The Director of Student Activities oversees student activities, advises and guides the Greek Life Program, advises the Student Government Association, and delivers leadership development and training for student organizations. The Director of Student Activities reports directly to the Vice President of Student Affairs and collaborates with other campus departments to create a cohesive and engaging student experience.

### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree required. A Master's degree or equivalent related field of study is preferred.
- Strong interpersonal and communication skills.
- Demonstrated ability to work collaboratively with diverse student populations.
- Knowledge of best practices in leadership development and student engagement.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Develop and implement holistic long- and short-term programming for campus activities & events while maintaining involvement with Student Life & Engagement to garner participation and partnerships with students, student leadership, staff, faculty, and administration;
- Develop, organize, coordinate, and oversee cultural, educational, social, and student programming that aligns with the mission and vision of Miles College in partnership with the Office of Student Affairs through Student Life & Engagement;
- Collaborate with the Dean of Students in the adherence of student grievances and complaints in accordance with the Student Handbook and governing Student Code of Conduct
- Supervise, train, evaluate, and advise the Student Government Association, Campus Activity Board (CAB)
- Service as co-advisor to the Miles College National Pan-Hellenic Council (NPHC)/Greek and Non-Greek Organizations
- Provide and demonstrate leadership, guidance, and mentoring for Registered Student Organizations;
- Collaborate with entities of Miles College to ensure implementation of programming and events that involve students
- Recommend qualified students to serve as campus representatives and encourage greater student participation;
- Participate in the development of marketing activities and services of the SGA and CAB
- And other duties as assigned

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of student life principles and practices.
- Knowledge of budget management principles.
- Knowledge of event planning principles.
- Knowledge of computers and job-related software programs.

- Skill in the delegation of responsibility and authority.
- Skill in collaborating with multiple constituents.
- Skill in decision-making and problem-solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

#### **WORK ENVIRONMENT:**

The work environment includes exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work will also require occasional standing or walking and/or lifting and carrying small objects.

#### **TRAVEL:**

Travel is required for this position.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

#### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to [hr@miles.edu](mailto:hr@miles.edu). Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

#### **NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

#### **TITLE IX / STATEMENT OF NONDISCRIMINATION**

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex.

MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).