MAJOR PURPOSE:
As an integral part of the Student Life team, provide leadership and oversight for New Student Orientation, Student Activities, Commuter Life, Student Government, the Student Union and the co-curricular student requirements.

ESSENTIAL FUNCTIONS
1. Develop strategies for the full integration and service of commuter students into the campus community
2. Supervise the Assistant Director of Student Activities and the continued development of student activities, intramurals, and co-curricular programming to include both on-campus and non-residential students
3. Supervise the Assistant Director of New Student Orientation and the development of programs for the education, involvement, integration, and retention of all new students
4. Serve as an integral part of the Student Life team in supervision, training, and selection of student leadership, and oversight of the student leadership program
5. Provide budget planning and management for student activities, orientation, commuter life, and student government
6. Serve as a student conduct officer, specifically regarding the co-curricular chapel requirements
7. Serve as the primary Student Life representative for the comprehensive First Year Experience committee
8. Other duties as assigned by the Dean of Students

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Master’s Degree and professional Student Life experience (Student Development, Educational Administration, or Leadership Studies)

REQUIRED KNOWLEDGE:
- College Student Development or Student Affairs background
- Experience and understanding of college student life programs
- Understanding of Student Development theory
- Restorative discipline

SKILLS/ABILITIES:
- A strong and visible Christian Faith
- Strong organizational skills
- Proficiency in oral and written communications
- Public relations skills
- Ability and desire to work within a team environment
- Group leadership skills
- Counseling skills
- Teachable spirit and desire to learn
WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ ________________
Employee Signature     Date