MAJOR PURPOSE:
This half-time position assists in providing leadership and oversight of student activities programs, provide oversight of student activities staff, and partner in the development of educational co-curricular programs to augment student learning.

PERFORMANCE MEASUREMENTS
1. Assist in the supervision of student activities staff in the development of student activities, intramurals, and co-curricular educational programming for the campus community.
2. Assist in the development and implementation of quality, holistic, educational, social, and spiritual activities programming on regular basis.
3. Assist in the development of long term strategic planning for student activities and Intramurals.
4. In partnership with the director of transitions, assist in the development of programs for the education, involvement, and retention of new students.
5. Assist in the development and implement programs to assess the effectiveness of the Student Activities, and Intramurals programs in order to insure continued improvement.
6. Assist with the development and revision of all training manuals, my.jessup.edu, and website information related to student activities and intramurals.
7. Assist with oversight of budget planning and management for student activities and intramurals programs.
8. Assist with oversight of Student Union and all student activities equipment.
9. Participate in Student Life staff meetings and activities.
10. Other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• Bachelors Degree required

REQUIRED KNOWLEDGE:
• Former experience the development and implementation of student activities programs
• Former experience in organizing and leading teams.

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

PENDING AVAILABLE FUNDING
• 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

PENDING AVAILABLE FUNDING