

Sam Houston State University Human Resources

Staff Classification Description – Director of Leadership Initiatives

Skill Category: Administrative

Position (Employee) Class: 1M170 (E1)

Grade: NC

Date: 05/2011

Department: Student Activities

Educational & Experience Requirement: Bachelor's degree in student personnel administration or related field. Minimum of seven (7) years experience in student personnel administration or related field is required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provide administrative leadership in advisement, programs, and services to the various SHSU student organizations. Oversee strategic marketing of leadership programs offered to students, staff, faculty, and off-campus constituents.

Supervision Given & Received: Receives general direction from the Campus Activities and Leadership Initiatives Executive Director. Provides supervision to the Multicultural and International Student Services (MISS) Coordinator, Center for Leadership and Service (CLS) Coordinator, graduate assistants, and student employees.

Primary Responsibilities: Provide administrative leadership in advisement, programs, and services to approximately 200 SHSU student organizations. Provide administrative leadership in budget planning, personnel management, procedure development, and policy recommendations for the Center for Leadership and Service (CLS) and Multicultural and International Student Services (MISS). Manage strategic marketing of leadership programs offered to students, staff, faculty, and off-campus constituents. Oversee all fiscal, personnel, and facility matters of the department to include, but is not limited to: budget preparation and supervision; personnel selection; and evaluations. Assist students with creating new student organizations. Develop, implement, and evaluate promotional strategies to get students involved in student development activities and programs offered at SHSU. Help plan and coordinate Organization Fair, Student Organizations Workshop, and Multicultural and International Student programs and Leadership and Volunteer programs. Assist student representatives in developing positions on issues of importance to them and the means by which they may best be presented. Maintain appropriate liaisons with campus programmers, facility managers, faculty, and other staff who can impact student development. Serve on University and Division of Student Services committees as requested or assigned. Performs other related duties as assigned.

Other Specifications: Contact with students, staff, faculty, administration, alumni, parents, corporate officials, public officials, and the general public. Occasionally requires working outside for outdoor events and incumbent could be exposed to various weather elements.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.