

Warren Wilson College

Position Title

POSITION TITLE: Director of Student Activities

DEPARTMENT: Student Activities

REPORTS TO: Dean of Students

POSITION SUMMARY: The Director of Student Activities is responsible for the coordination of social, cultural and recreational programs provided for students. This includes the supervision and training of a student work crew and the oversight of the student run coffeehouse, Sage Café.

SPECIFIC RESPONSIBILITIES:

1. Leads the collaborative effort among student groups, residence halls, academic departments and other units of the college to provide social, cultural, and recreational programs. College sponsored entertainment will typically be offered every Friday and Saturday night during the academic year.
2. Coordinates major events such as Orientation, Homecoming, Family Weekend, and Commencement.
3. Trains and Supervises a programming support crew of 12-15 students.
4. Encourages emerging student talent by providing a venue for student musicians, writers, and artists.
5. Researches emergent local and regional bands.
6. Creates an inviting environment in the Gladfelter Student Center; maintains bulletin boards, signboards and the kiosk; actively participates in planning the remodeling and expansion of the current center.
7. Maintains the campus Master Calendar.
8. Manages the Student Activities budget.
9. Negotiates terms and contracts with performing artists.
10. Recommends personnel actions for student work crew, including, but not limited to hiring, transfer and performance evaluation.
11. Manages operations of the Sage Café including supervision of the student manager and staff.
12. Works with the Director of the Annual Fund to plan senior events and coordinate a senior gift program.
13. Performs other duties as requested.

WORKING CONDITIONS:

Frequent evening and weekend working hours.

QUALIFICATIONS:

1. Bachelor's degree.
2. Excellent organizational and communication skills
3. 1 to 3 years of experience in Student Affairs, events planning or related field
4. Creativity
5. Good computer skills
6. Ability to operate basic sound and lighting systems
7. Flexibility

8. Relevant knowledge of multicultural programming
9. A good sense of humor.