

**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 11/17/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: Yes

Title: Assistant Director, Student Activities  
Status: Full-time, 35-hour week (may involve evening and weekend hours as required)  
Grade: 12  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director, Student Union

**PRIMARY PURPOSE:**

The Assistant Director of Student Activities is responsible for providing oversight to student organizations on campus, developing leadership opportunities for general student body. This position has an emphasis on student clubs and organizations creating new/enhanced student activities that promote pride and create new traditions. The Assistant Director works closely with students to initiate, plan, develop, and facilitate events and activities to enhance the quality of student life and College experience for all students.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

**Essential Job Functions:**

- Work closely with Student Community Government in the recognition and funding process of student organizations.
- Serve on the Student Community Government Student Organization Committee.
- Lead the student organization orientations in the fall and spring semesters for new and returning organizations.
- Develop systems, processes, infographics, and policies that aid in student org development and maintenance.
- Work with Student Organization e-boards on recruitment efforts and engaging membership bases.
- Manage student organization's access to RIC Rooms and their webpage.
- Facilitate and offer regular student event advising to student organizations
- Facilitate leadership development series for student organizations on key topics such as public speaking, program planning, conflict resolution, DEI, budget management, recruitment, etc.
- Develop and disseminate monthly student organization newsletters that include org spotlights, reminders/announcements, conferences and resources available, awareness month reminders to align programming, and best practices nationally.
- Supervise and mentor student organizations to departmental, campus, and college regulations, policies, and procedures.
- Plan and deliver student organization recruitment and visibility drives/programs.
- Lead and coordinate programming portion of Presidential Scholars Program
- Maintain and keep current Student Organization Handbook, including shortcut infographics for student organizations that highlight headlines. Handbook should include policies, processes, and practices.
- Responsible for regular communication with student organizations and creating centralized calendar for student organizations to submit events/programs.
- Manage student organization social media handle

- Manage, recruit, train, and maintain an advisor database that allows students to match with an appropriate advisor based on content, bandwidth, and quality of mentorship.
- Facilitate the matching process for student organizations and advisors
- Manage student organization spaces, including media center: policies, space agreements, space allocation system, communication about expectations around space use (purpose, process, plan).
- Coordinate student leader luncheons with RIC President in fall and spring
- Coordinate Student Activities Involvement Fair, “Get the Scoop” annually at the beginning of the academic year – work with student organizations to be prepared for event.
- Coordinate Student Activities Fair in Spring to reengage student (Student Org Talent Show)
- Host advisor learning circles quarterly.
- Coordinate the RIC Emerging Leaders program that encompasses mentorship opportunities and scaffolded leadership opportunities.
- Assist students in connecting with local, regional, and national leadership development opportunities.
- Coordinate and host Spring Student Leadership Awards and Appreciation Banquet that is open to all student leaders, including Emerging Leaders, Presidential Scholars, RA’s, tour guides/ambassadors, Orientations Leaders, RIC 100 mentors, RIC Programming Board, student organization e-boards, Student Community Government parliament members, RIC Council student representatives, etc.
- Assist with planning homecoming activities
- Assist with Welcome Weeks programming
- Assist with Move In Weekend programming
- Assist with Spring Weekend
- Assist with Positively RIC

**Occasional Job Functions:**

- Perform other duties and responsibilities as assigned by the Director.
- Work evening and weekend hours as required.

**REQUIRED QUALIFICATION STANDARDS:**

**Education:** Master’s degree in student personnel/higher education administration or a related field.

**Experience:** 3-5 years of successful full-time work experience in a college or university setting such as might be gained in student activities, residence halls, or as a Student Affairs generalist.

**Skills, Knowledge and Abilities:**

- Knowledge in issues relating to the Student Affairs and Student Activities profession.
- Excellent organization and planning skills to implement multiple, concurrent projects.
- Excellent written and verbal skills.
- Competence in utilizing various technology applications, electronic communication, word processing, and other related functions.

**Preferred:**

- Four years’ successful professional experience at a supervisory level in a college or university setting in student activities or work involving administration, recreation, student and staff development or similar activities.
- Experience with computer graphics programs and production of visual communications, presentation design.
- Bilingual

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*