



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 12/8/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: Yes

Title: Director of the Student Union  
Status: Full Time  
Grade: 14  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Associate Dean of Students

### **PRIMARY PURPOSE:**

Lead, direct, and assess all planning, staffing, educational, and budgeting aspects of the Student Union with an intensive focus on student involvement and engagement.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Lead and advance social, cultural, recreational, and educational co-curricular efforts in the Student Union's programs, events, and activities.
- Coordinate programming and engagement efforts with other services housed in the Student Union designed to serve the College community (Bookstore, Student ID Office, Beestro, mailroom, welcome/info desk, SCG Office)
- Work closely with campus safety and security departments on issues arising from co-curricular and social activities, as well as compliance with federal, state, and local laws.
- Supervise the maintenance and creation of the Student Life master calendar for student events. Guide and direct efforts for scheduling student life and student activities, events, and programs. Work closely with Communications department.
- Design and disseminate monthly newsletter to campus community with key programs for the month, send through Dean of Students listserv.
- Serve in a mentorship capacity to Student Community Government executive committee and parliament members, offering orientations and onboarding that incorporate leadership development, job readiness, and institutional information. Attend Student Community Government meetings as needed and appropriate given role of mentor.
- Supervise, give direction, and mentor the work of the Assistant Director of Student Activities and Student Activities Program Coordinator, as well as any student employees and graduate assistants.
- Develop and post job descriptions for student employees and graduate assistants, conduct hiring process, and manage applications.
- Oversee and serve as lead contact for large scale efforts and initiatives, including: Move In Weekend, Welcome Weeks, Homecoming (student facing piece), Positively RIC, and Spring Weekend.
- Chair committee on large scale events that includes college partners (Health and Wellness, Residential Life, First Year Programs), service providers (food, facilities, and IT), a representative from Conference and Events, and a representative from Communications.

- Responsible for soliciting and gathering other programming initiatives happening during large scale event timelines and include in promotion. Reach out to Athletics, L4L, Center for Scholarship, Library, Rec Center, Disability Services, etc.
- Supervise the operations and maintenance of Student Activities Marketing, recruit and oversee student employees.
- Plan and lead Pre-orientation Student Experience (POSE) on Outdoor Leadership
- Work with Student Community Government to fill student seats in RIC Council Committees. Host a pipeline program that plugs student leaders into council seats.
- Develop, maintain, and upkeep of Student Programming Policy and Procedures Manual
- Update and maintain web presence of Student Union and Student Activities
- Represent the Office at Orientation, Open House, Accepted Students Day, and other college related events that work toward recruitment and retention.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Associate Dean of Students
- Assist with the delivery of special events and assignments.
- Prepare proposals and reports.
- Engage in research, study, and other developmental activities with the purpose of personal growth and institutional benefit.
- Advocate student needs and viewpoints

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's Degree.

Experience:

Five 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:

- Demonstrated ability to understand and interpret the dynamics of Student Development theory in relation to current student needs, as well as institutional policies and goals in a manner which gains the respect and cooperation of students, faculty, staff, and extended community.
- Demonstrated ability to motivate, train, and supervise professional and student staff.
- Ability to work evenings on a rotating on-call basis with other professional staff
- Excellent organization and planning skills to implement multiple, concurrent projects.

**PREFERRED:**

Bilingual in English / Spanish (fluent in speaking and writing).

**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.*