General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Director of Student Life, Traditions and Academic Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-4 $9.55/hr. 20 hrs/week</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>SGATO Programs Coordinator</td>
</tr>
<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Possible Travel:</td>
<td>Yes</td>
</tr>
<tr>
<td>Working Over Authorized Hours:</td>
<td>Yes with prior written authorization</td>
</tr>
</tbody>
</table>

Job Description

The Director of Student Life, Traditions and Academic Affairs shall advise the Student Body President and Vice President on affairs concerning student life, traditions and academic affairs here at USF. This Director shall cultivate and grow relationships between Student Government, Athletics, University Colleges and the other Student Life Offices. Shall also coordinate Student Government involvement and assistance in all university traditions. Shall be in charge of overseeing and coordinating student participation on University Wide Committees and the Marshall Student Center Advisory Board.

Roles and Responsibilities

- Attend all department meetings and any meetings appointed by the Student Body President and Vice President.
- Advise the President and Vice President on all matters pertaining Student Life, Traditions and Academic Affairs.
- Advise the President and Vice President on all matters pertaining to the academics, health, and safety of the Student Body.
- Cultivate Relationships with University Departments, University Administrators, Athletics and the Student Body.
- Oversee and coordinate student participation in meetings of the University Wide Committees and Marshall Student Center Advisory Board.
- Ensure that all Student Affairs Offices, including Student Government, stay informed of Student Life business going on throughout the year.
- Oversee and coordinate all academic initiatives of the 58th Administration, including but not limited to completion of a system-wide online syllabus bank and establishment of a Bulls Heritage Keeper.
- Perform any duties as necessary and proper to execute the initiatives of the Executive Branch.

Qualifications and Education Requirements

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Possess a high level of knowledge and interest in all aspects of Student Affairs and Student Success.
- Basic understanding of Microsoft Office.
- Must be able to think critically and logically in any given situation.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.

Working Conditions

20 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

*This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.*