

GORDON COLLEGE

Position Description

Title: Director of Student Activities and Orientation

Function: Reporting to the Dean of Student Engagement, the Director of Student Activities and Orientation is an innovative, Mission-focused educator who understands college student development, engagement, and success. The Director will co-develop, assess, and sustain a comprehensive student transition into and through the first year at Gordon. They will also creatively develop and coach student leaders in Campus Events Council and Orientation staff to deliver engaging, enjoyable, and educational programming across the academic year. With their experience in event management, educational programs, and effective collaboration with campus partners, the Director ensures student and family welcome to Gordon that leads to student belonging and formational engagement in a vibrant campus and community experience.

Description of Duties and Tasks:

Essential Responsibilities:

1. Develop and extend a comprehensive, systematic, multi-year strategy of student activities and engagement across campus, providing opportunities for all students to connect, learn, and have fun through participation in events and experiences that support their personal, social, and emotional development foundational to faith, learning and living.
2. Develop and coach student leaders in event management, ensuring creativity and appropriateness of type and outcomes in the planning and design of formational and impactful events and activities; teaching and coaching effective communication and marketing that maximizes student participation; managing health, safety, and security requirements; conducting post event reviews with a focus on continuous improvement.
3. Work alongside student leaders in the delivery of engaging student activities. Attend key events and select others where student coaching and supervision is critical, including those happening in the evenings and at weekends, and inviting or assigning campus colleagues to ensure adequate staff presence as the type of event requires.
4. Directs the Campus Events Council (CEC), serving as the Gordon College representative for negotiating contracts for films, artists, venues, and events. coaching student leaders as they fulfil their roles developing and delivering an annual sequence of student activity opportunities. Manages all aspects of administrative practice and financial management related to these functions, and contributes to budget planning in this area.
5. Leads and directs Orientation with select student leaders and as core member of the First Year Experience team to ensure positive, clear new student onboarding from point of deposit through student transition to second year. Manages all aspects of administrative practice and financial management related to these functions, and contributes to budget planning in this area.
6. Select, coach and supervise student leaders and volunteers by teaching, training, and regularly reviewing and rewarding growth and performance in student personal and professional development. Assisting students in clarifying outcomes and professional skills learned.

Mission Statement: Gordon College strives to graduate men and women distinguished by intellectual maturity and Christian character, committed to lives of service and prepared for leadership worldwide.

7. Develop a culture of student volunteering that maximizes student engagement in the delivery of events and activities, offering students opportunities to use their time and talents in the service of others, creating a greater sense of community on campus.
8. Participate in regular staff meetings for Student Engagement staff and Student Life staff as well as maintain strong collaborative contributions to Residence Life, Admissions, Academic Advising, Athletics, and Intercultural Office to ensure consistent engagement for students in faith, learning and living.
9. Maintain a professional image and manner consistent with Gordon's mission and goals, as well as appropriate professional affiliations and memberships for the purposes of both personal, professional, and programmatic development.
10. Perform other College or Student Life Mission related duties as assigned by their Associate Dean/supervisor, or Chief Student Affairs Officer or their designee.

Required Knowledge, Skills and Abilities

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Master's degree in higher education, student development or related field, or combination of Bachelor's degree and relevant experience in areas of work applicable to this role.
2. Exhibit and apply understanding of current evidence-based practices in student affairs, in awareness of emerging issues in higher education, including intercultural competency, retention and persistence, community building, and student learning. Likewise sufficient and continually growing knowledge and practice in areas of hospitality and event management.
3. Demonstrated experience in effectively coaching, developing, and supervising student and/or professional staff. As well as knowledge of appropriate methods and strategies to promote and sustain effective program design and delivery, and in working relationships within a diverse and multicultural college learning community to achieve formational outcomes in Mission, faith, learning, and living.
4. Sufficient and continually growing knowledge and experience in administrative practices and in financial management for the budget authorities assigned to the role.
5. Excellent interpersonal and communication skills, both written and oral, and demonstrated ability to work collaboratively and effectively with students, faculty, staff, visitors, and the community

Position Code: CSD-DROR-2

Grade: 6

FLSA Status: Exempt

In our Christ-centered [living and learning community at Gordon College](#), faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions, and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.