

**TEXAS STATE TECHNICAL COLLEGE  
JOB DESCRIPTION**

**Title:** Director of Student Life

**Reports To:** Vice President for Student Development

**Position Code:** DSLI

**Department:** Student Services

**EEO Type:** PR

**Effective Date:** 09-01-82

**Revision Date:** 06-23-03

**Pay Grade:** H

**FLSA:** Exempt

**ORP Elig:** N

**A. General Description:**

The Director of Student Life is responsible for the planning and implementation of that portion of the Student Services program which provides social functions, student development programs, student recreational programs, student government advisement, and certain other special services to the student population. The general supervision of the staff, scheduling and care for the Student Center (Recreation Area) is included in the scope of duties. Reports to the Vice President for Student Development.

**B. Duties and Responsibilities:**

**a. Essential Functions**

Plans and coordinates the activities of the Student Life programs: Social Activities, Student Development, Recreation Center, and Student Government. Works closely with personnel in the areas of health services, sports programs, student publications, counseling, campus information, financial aid, admissions, and special support program.

Makes periodic progress reports and special reports upon request.

Prepares initial annual operating budget and monitors fund expenditures.

Assists in providing leadership and liaison with student government.

Assists in conducting a program of student communications in all media, which includes the production of printed publications.

**b. Other Responsibilities**

Performs other duties as assigned.

**C. Working Conditions:**

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant

effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

**D. Required Qualifications:**

Establishes goals and objectives for the Student Life program

Interviews and selects line personnel

Supervises and evaluates assigned personnel and recommends personnel actions

Recommends policy for Student Life program

Supervises funds expenditures

**E. Minimum Requirements of Education and Experience:**

Bachelor's degree in Psychology or Counseling/Guidance from an accredited college or university.

Master's degree preferred.

Three years of successful work experience in coordinating the activities of young adults.

Approved \_\_\_\_\_  
Supervisor