



Director for Student Engagement

REPORTS TO

Executive Director for Leadership and Service

DEPARTMENT

Office of Student Life

EFFECTIVE DATE:

Jul 1, 2021

JOB SUMMARY

The primary purpose of the Director of Student Engagement is to train and supervise student leaders, along with providing leadership, instruction, direction and coordination to organizations, special programs and daily meetings/events on campus. The Director is responsible for providing avenues to build community on campus and to encourage the building of responsible Christian persons through special programming, one-to-one mentoring and special events. The Director of Student Engagement manages the University Master Calendar and is a key liaison in communication to the student body.

RESPONSIBILITIES

Essential Functions:

- Aid student leaders in the planning, implementation, and evaluation of a comprehensive program of student activities designed to foster the student body's connection to the SNU community
- Supervise Student Government Association (SGA) executives, executive teams, class officers, publication staffs, and clubs
- Advise, mentor, encourage, provide guidance and review the responsibilities and performance of each Executive and their committee
- Supervise, support, advise and encourage departmental clubs and student organizations on campus
- Supervise the four different classes of officers. Provide support, advisement, guidance and accountability for each team
- Provide support and guidance for volunteer class sponsors for each of the four classes
- Recruit new class sponsors as classes graduate and new classes come in
- Review the viability of student activities which may pose a risk and liability to the University requiring appropriate prevention efforts and materials
- Manage and resolve conflict with the above-mentioned groups
- Maintain liaison relationship with all campus student organizations and the University
- Sponsor of all events executed by the SGA



- Advise SGA related meetings throughout each week
- Supervise and support the planning
- Supervise and support the planning of the Fall & Spring semester planning day(s) for SGA student leaders.
- Assist the Office of Student Life in executing LEAD Retreat each fall for all campus student leaders
- Insofar as it is possible, promote the implementation of programming that encourages faculty/staff interaction with students and fosters learning outside the classroom
- Manage and maintain the Master University calendar, coordinating with all departments on campus
- Serve as key liaison for communication from the University to the student body through email, text, etc.
- Solicit announcements and prepare “Weekly Forecast” that goes out to students each Wednesday with a running list of announcements and opportunities
- Monitor the budget and expenditures of the SGA as well as any budgets assigned
- Manage the “Crimson Card” program, allowing students to purchase a card to cover their events in the year as well as discounts to local restaurants and organizations and a t-shirt
- Meet weekly with the Student Body President to review progress, plan for the future, and promote accountability
- Meet bi-weekly with the other SGA executive officers to review progress, plan for the future, and promote accountability
- Meet regularly with the Executive Vice President to review progress, plan for the future, and promote accountability
- Review and revise the SGA’s Constitution each year
- Review and revise each club’s or organization’s application & funding when appropriate
- Oversee improvements and implementation of appropriate marketing and publicity strategies for SGA initiatives, events and activities
- Work with the Executive Vice President to ensure that the Student Life section of the snu.edu website is current and updated regularly
- Carefully review and approve contracts with appropriate signatures for off-campus venues and outside vendors bringing products or entertainment to campus
- Work with the SNU Business Office regarding financial dealings related to SGA
- Create and maintain the master activity calendar for the university each year, including student-led activities and programs (e.g. SGA) as well as departmental sponsored programs
- Attend and facilitate trip arrangements for meetings with the Nazarene Student Leadership Association each January and April. (Spearhead the planning and facilitating of NSLC with the Executive Vice President when the conference is held at SNU)



- Serve on the committee designing and re-evaluating programming for New Student Institute, lead by the Director of NSI
- Assist in the coordination of Fall and Spring New Student Institutes
- Coordinate specific events with SGA throughout the week of NSI in coordination with the NSI director
- Serve on Various Committees as scheduled throughout the academic year
 - Student & Spiritual Life Council
 - Publications Board
 - Judicial Council, as needed
 - Board of Review, as needed
 - Special Events committees, as needed
- Other duties as assigned by the Associate Vice President

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- Enthusiastic ambassador for the doctrines and practices of the Church of the Nazarene
- Ability to relate to and interact with students, parents and people in positions of authority
- Demonstrated capacity to work collaboratively, problem-solve, and lead effectively
- Demonstrated skills in organization and conflict management
- Demonstrated ability to deal with crisis and urgency
- Proven ability to manage student leaders, processes, and timelines
- Desire to believe in students and build quality relationships
- Desire for excellence in all work
- Flexibility in schedule to work extended hours [including evenings and weekends]
- Effectively embraces and articulates the mission, vision, and values of the University
- Knowledge and experience in developing and leading teams
- Demonstrates the attitude and skills of a servant-leader
- Bachelor's Degree required
- Master's Degree encouraged
- A minimum of one year of experience in student activities or other student affairs/development area preferred

Preferred Qualifications:

- Some college course work.
- Experience in higher education.

Supervision Received:



- Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

- Responsible for overseeing the SGA and the students and the events planned throughout the school year.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Retirement participation, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University



6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably



interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).