

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Assistant Director of Student Activities

POSITION OVERVIEW

This position is a full-time, 12-month benefited position responsible for providing dynamic and collaborative oversight and management of student activities and student housing. Reporting to the Director of Residential Life and Student Activities, this employee works with multiple campus departments to plan and execute student programming, to include student orientation and other first year and transitional programming. Employee is responsible for overseeing and maintaining an apartment style residential complex. Employee assists in creating and implementing a positive residential and academic environment for resident students. Employee is responsible for student and campus wide programming and oversight of student clubs and organizations. Employee is part of an on-call crisis response-duty rotation for residential students. Required to live in student housing with an academic year, 12-meal plan provided.

DUTIES

- Coordinates a comprehensive summer student orientation program for new students in collaboration with a committee of representatives from other departments
- Plans and executes first year transitional programming for all new students and for several large scale campus wide events held annually
- Identifies and facilitates opportunities to increase student engagement in campus life, to include nights and weekends
- Provides opportunities for student leadership and solicits student involvement in program and event planning
- Recruits, trains and supervises students for various organizations/ areas including, but not limited to Orientation team, Campus Activities Board and The Bilge/ Game Room; identifies and trains faculty/staff advisors for same
- Coordinates and supervises Resident Assistant programming
- Provides a professional staff presence in residential complex
- Serves as a liaison between students and the Director of Residential Life and Student Activities and other Academy administrators
- Provides students with academic, personal and vocational counselling
- Assists in residential housing inventory control and key distribution
- Participates in ongoing inspections of residence hall, physical plant and grounds, to insure Academy and government standards of health, safety and cleanliness are met
- Updates/relays residence hall work orders to Facilities in a timely manner
- Coordinates safety and emergency response needs with Campus Safety and duty resident assistants as necessary
- Acts as on-call crisis response/management and early intervention for student behavioral issues
- Plans and executes campus-wide events to meet student needs and build community
- Responsible for all advertising and marketing of all student life programming, events and services
- Responsible for purchasing supplies and materials for event and department needs

- Coordinates travel which includes, but is not limited to, off-campus events and students traveling for events and/or conferences
- Manages communication and documents to create contracts for external vendor hire
- Manages program software to track events and create reports for event assessment and attendance
- Attendance at all mandatory meetings
- Regular attendance
- Other related duties as assigned

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Excellent organizational skills
- Ability to prioritize and to handle competing projects
- Excellent written, verbal and interpersonal skills required
- Ability to interact appropriately with all levels of staff including management, students, parents and vendors
- Ability to work with and support adolescents and young adults
- Strong customer service skills
- Able to work both independently and collaboratively
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Computer proficiency to include working knowledge of Windows Microsoft Office Suite

REQUIREMENTS

- Minimum of Bachelor's Degree required; Master's in Student Affairs or Higher Education Administration preferred
- Experience in residential life/student affairs
- Strong interpersonal and management skills
- Experience with event planning and management preferred
- Knowledge of and experience with crisis protocol and student leadership preferred

PHYSICAL REQUIREMENTS

- Exerting up to 10 – 20 pounds of force occasionally.
- Requires occasional lifting, stooping, kneeling, crouching
- Occasional long hours/days and weeks, irregular schedule
- Exposure to the elements walking across campus or coordinating outdoor activities
- Use of computer keyboard and monitor

SPECIAL REQUIREMENTS

- Criminal background check required
- Tobacco-Free Campus/Buildings/Ships

Position Factor
Evaluation

Job Title: Assistant Director Student Activities Job Code: 28200

Wage Grade: 16 Total Points: 408

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	2	20
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	2	16
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	3	24
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification 07/2019