



GLENVILLE

STATE COLLEGE

CLASSIFIED, EXEMPT POSITION OPENING – PAY GRADE 17

Director of Student Activities: Glenville State College is seeking a highly qualified, enthusiastic professional to plan, coordinate and implement co-curricular student programs, activities, and events that complement academic programs and enhance the educational experiences of GSC students. This is a 12-month position.

Qualifications: Bachelor's degree required; Master's degree preferred. Experience and expertise in supervising students in a higher education environment, experience working with prevention programs in a college setting, as well as excellent communication and computer skills are desired.

Characteristic Duties and Responsibilities: Direct student social, cultural, recreational and educational activities, programs and events; negotiate agency contracts for events, performers, and services necessary to facilitate programming; design, develop, and distribute promotional materials for all student activities and programs; coordinate use of campus kiosks by student organizations; maintain and publish a calendar of campus events and ensure the GSC web site is kept updated with current information; supervise campus judicial system; assist in the development and design of all student affairs publications, including the student handbook; manage budgets related to student activities; provide direction and support for all campus student organizations, student leaders, and faculty advisors; advise the student Pioneer Programming Board; assist with Student Government Association activities; assist with the enhancement of our international, multi-cultural, and non-traditional student support services; assist with freshman orientation and homecoming; perform other duties as assigned by the Dean of Student Affairs.

Please send letter of application, resume, and names and addresses of five professional references to:

Human Resources
Glenville State College
200 High Street
Glenville, WV 26351
Email: krystal.smith@glenville.edu

Screening of applications will begin immediately and will continue until the position is filled.

*Glenville State College is proud of its commitment to affirmative action.
Women, members of minorities and people with disabilities are encouraged to apply.*

Learn more about us at www.glenville.edu