



POLICY TYPE: **Job Description**  
 POLICY TITLE: **Director of Student Life and Engagement**  
 APPROVED: January 16<sup>th</sup>, 2025  
 EFFECTIVE: May 1<sup>st</sup>, 2025

### **GENERAL RESPONSIBILITIES OF A BOARD MEMBER**

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on their activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall promote SUCCI services, events and activities to students, encouraging students to attend, participate or use the services available.
6. Shall produce a report at the end of each semester summarizing achievements, goals, conferences attended, and committees involved with in accordance with the Board Reports Policy.
7. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.

### **POSITION SPECIFIC RESPONSIBILITIES**

8. Shall have a minimum of four (4) hours per week spent in the service of SUCCI. One hour will be scheduled and posted on the SUCCI website. Three (3) hours will be flexible to accommodate assistance with administering, preparing and promoting events activities and programs of SUCCI. These scheduled office hours must be between the hours of 8:30AM – 4:30PM, there may be some exceptions to those hours depending on scheduled events.
9. Shall work in conjunction with the Administrator, Marketing and Communication to facilitate student campaigns, surveys, and other outreach initiatives and utilize communication strategies to keep students informed about upcoming events and opportunities.
10. Shall be an active member of an advisory committee representing the three different semester starts and an active member of the SUCCI Programming Committee and assist in the creation of a monthly events calendar.
11. Shall engage with students on various topics, issues and concerns, and analyze the data in order to operationalize that data and present it back to the board.



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12. Shall work with the Vice President and President in the organization and coordination of student issue campaigns and actively engage with the student body to understand their needs, interests, and concerns.
13. Actively engage with students to understand their needs and preferences for campus activities, and develop strategies to increase student participation and involvement in campus activities.
14. Establish and maintain positive relationships internally and externally to SUCCI to leverage resources and support for student life initiatives.
15. Coordinate with residence to enhance student engagement with students living on campus.