

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

DIRECTOR, STUDENT LIFE & ENGAGEMENT

FLSA STATUS: EXEMPT – PAY GRADE: 24-P

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Director of Student Life and Engagement provides strategic leadership, decision-making, and resource and expenditure management and allocation for college-wide initiatives that strengthen student involvement, organizations, leadership development, and inclusion programming. This position advances FSCJ's mission by implementing a unified vision that enhances campus life, ensures effective use of resources, and fosters student belonging across all locations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides leadership, strategic direction, decision making, and budgetary control for programs to enhance student involvement, campus life, and a sense of belonging across the College.

Builds and maintains college-wide collaboration to align student engagement initiatives with institutional priorities, serving on committees, identifying partnerships, and guiding program direction and outcomes.

Supervises and evaluates assigned professional staff; provides mentorship and leadership to staff and student leaders; prioritizes and assigns work; ensures that employees follow policies and procedures; completes annual performance reviews and semi-annual check-ins; conducts and manages hiring, training, and supervision of staff. Ensures that staff are trained, provides coaching, and facilitates professional development opportunities.

Provides administration and oversight of the areas operating and revenue budgets to ensure the effectiveness, efficiency, and fiscal responsibility of the College's financial resources.

Provides leadership for student life facilities across campuses, ensuring accessible, safe, welcoming, student-centered spaces and making decisions on service standards, hours, safety protocols, and staffing.

Oversees risk management for student events, travel, and organization activities, approving financial transactions, transportation, contracts, and safety measures to ensure compliance with college policies.

Develops and implements campus programs aligned with the college mission and retention goals, identifying priorities, coordinating stakeholders, managing budgets, analyzing data, preparing reports, and delegating tasks.

Leads marketing strategies to promote student life programs, determining audiences, platforms, messaging, and collaborators while maintaining accurate communication channels and a comprehensive events calendar.

Manages and approves college-wide club charters to support student engagement, determining mission alignment, financial and operational risk, space needs, and advisor oversight while maintaining resources and providing training.

Oversees programming and training to educate stakeholders on policies and regulations, guiding policy development, evaluating best practices, reviewing institutional policies, and determining effective communication channels.

Collaborates with internal and external partners to support holistic student development and student success by fostering an inclusive, vibrant and student-centered campus environment.

Perform other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited college or university and three (3) years of experience working in community and co-curricular related work, or Bachelor's degree from a regionally accredited college or university and five (5) years of experience working in community and co-curricular related work.

PREFERRED QUALIFICATIONS

Master's degree in education, counseling, student development or related field from a regionally accredited college or university and three (3) years of experience working in student development, retention, and/or persistence. Experience in a multi-campus community college environment; multicultural programming, leadership development, or service learning, and/or assessment, data-driven decision-making, and strategic planning.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2/11/26