



Position Title: Director of Student Engagement

Department: Student Engagement

Reports to: Vice President for Student Affairs

Category: Exempt

Division: Student Affairs

Appointment: 12 months, full-time, salary

This position is responsible for the overall leadership of Student Engagement with on-campus programming. The successful candidate should have expertise in the area of student development, best practices in student activities, and event planning. The candidate must also be able to work with a diverse population of student, faculty, staff, and community members and be able to assist students with the integration of faith, living, learning, and service.

The Director of Student Engagement advises Student Government Association, oversees Student Organizations, plans and implements New Student Orientation, facilitates Service and Outreach program, oversees commuters, provides married student programming, and partners with departments across campus to engage students in a variety of campus activities.

Essential Job Functions

- Responsible for freshman and transfer student orientation in both the fall and the spring,
- Serve as the instructor for the first-year seminar, TFC 100.
- Serve as staff advisor to the Student Government Association, providing guidance, leadership, training and advice in regards to campus events and their budget.
- Facilitate Service and Outreach program—planning service fairs and approving ministry opportunities for students.
- Approve campus events led by SGA and other organizations as well as approve campus flyers that are posted around campus.
- Provide programming for commuter students and married students.
- Serve as advocate for commuter students as needed.
- Maintain the online TFC events calendar.
- Engage faculty and other staff members across campus with various student activities.
- Assess practices, initiatives, and activities through formal and informal means.
- Oversee and manage Departmental budget.
- Work with the Vice President of Student Affairs to improve student retention.
- Other duties as assigned.

Education/Experience

- Bachelors required, Masters preferred
- At minimum, 3 years working in a collegiate environment with students
- Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College.

Application Process: A cover letter and resume, along with a completed TFC staff application should be sent to: Mary Kaye Ritchey, Director of Human Resources, Toccoa Falls College, 107 Kincaid Dr. MSC750, Toccoa Falls, GA 30598 or via email to mritchey@tfc.edu. Review will begin immediately and the position will remain open until filled. The TFC staff application can be found at <http://www.tfc.edu/employment/>. All application materials must be submitted in order for a candidate to be considered.