

Job Description: SGA Director of Clubs

Job Title – SGA Director of Clubs

Department – Student Government Association

Title of Immediate Supervisor – Chief of Staff

Hours – 20hrs/week.

Compensation – Student Worker

Summary/Objective – The Director of Clubs manages all Liberty University Clubs by coordinating event requests, approving and scheduling all administrative events and improving relationships between Clubs and SGA. The Director of Clubs is expected to maintain a current knowledge of SGA organizational policies and procedures while adhering to SGA Constitution. The Director of Clubs reports directly to the Chief of Staff and directly manages the Club Department.

Essential Functions

- Liaises between clubs, university administration, and SGA
- Create yearly and semesterly Clubs budgets
- Improves SGA Club policies and facilitates startups of new Clubs
- Approves 25Live Club event requests
- Answers Club inquiries
- Assembles and supervises a team of Club Coordinators
- Coordinates Spring Club Fair, Club Mixer, and hosts bi-yearly All Clubs Meeting

Competencies

Knowledge:

- General understanding of Liberty University Clubs
- Fluency in MS Word, PowerPoint, Google Forms and Google Office

Skills:

- Strong organizational skills: produces consistent work in a timely manner
- Active listener and receptive to feedback
- Clear and effective communicator
- High degree of self-motivation and ambition

Abilities:

- Create and maintain strong interpersonal relationships
- Flexible approach to unexpected situations
- Deductive reasoning and problem solving

Required qualifications:	Preferred qualifications:
<ul style="list-style-type: none">• 3.2 GPA or higher	<ul style="list-style-type: none">• 3.5 GPA or higher
<ul style="list-style-type: none">• 1 reference from a professor	<ul style="list-style-type: none">• 2 references from professors
<ul style="list-style-type: none">• Club or SGA experience	<ul style="list-style-type: none">• Event planning work experience