

Executive Director of Student Leadership

**Position Title:** Executive Director of Student Leadership

**Department:**  Executive Team

**Supervisor:** Student Body President

**Advisor:** Miranda Powers

**Stipend:**  $2,300 per year

**Primary Purpose:**

The Executive Director of Student Leadership is responsible for encountering new leaders, equipping existing leaders, and empowering leaders of the future.

**Key Responsibilities:**

* Coordinate the Foundational Leadership Program (FLP)
* Coordinate Leadercast Conference
* Plan and execute the Fall Leadership Summit, and other events as established in consultation with the Student Body President and advisors.
* Provide leadership resources and consultation to other student leaders on campus.
* Oversees and works with the Director of Student Leadership
* Create and maintain a budget

**General Responsibilities:**

* At least one office hour per week
* One-hour weekly Executive Team meeting
* Weekly meeting with the Student Body President/Vice-President
* Bi-weekly meeting with Student Leadership advisor
* Onsite supervision of all Student Leadership events
* Attend Executive Team Retreats
* Attend the Leadership Retreat
* Arrive on campus two weeks before classes begin
* Attendance at one Senate meeting per month
* Participate in various other extra Executive team commitments such as, but not limited to, retreats, staff chapel, and staff training prior to school starting

**Qualifications:**

* Sophomore standing at time of assuming the position
* Minimum GPA of 3.0
* Previous leadership/campus involvement experience
* Be able to manage 9-20 hours a week to dedicate to this department
* Be willing to work odd hours