



University of Houston-Downtown Job Description

Job Title: Assistant Director, Student Activities
FLSA Category: Exempt
Grade: 23
Job Code: 2284

DUTIES

Job Summary: Coordinates all aspects of campus-wide events

Duties and Responsibilities:

- Coordinates approximately thirty campus-wide events
- Advises Campus Activities Board
- Supervises one professional staff member and seven student assistants
- Serves as the first point of contact with prospective students, faculty and staff
- Works with webmaster to keep department website updated and current

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of 1 year

Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.