



Director, Student Life

Management Range: 16

Board Approved: 06/20/2019

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

The Director of Student Life under the general direction of the appropriate administrator, plans, coordinates, implements, and oversees a comprehensive student life program for the college, including but not limited to the Associated Students, Inter-club Council, and student clubs and organizations. The Director of Student Life provides a vision and implements plans for student development, leadership, and involvement in governance; creates a coordinated campus program of activities and events to meet the needs of a diverse student population. The Director of Student Life also performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to district staff, boards, committees, and outside agencies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assume program management responsibility for the services and activities of a comprehensive student life program for a College including but not limited to, the Associated Students Organization, Inter-Club Council, and student clubs and organizations on the campus.
2. Develop and implement program goals, objectives, policies, and priorities; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Participate in the selection, training, motivation, and evaluation of assigned personnel provide or coordinate staff training; work with employees to correct deficiencies.
6. Oversee and participate in the development and administration of the student activities program budget; participate in the forecast of funds needed for staffing, equipment, materials, and/or supplies; ensure that program expenditures and cost estimates are adequately documented and monitored throughout the program area; review and approve program expenditures; and implement adjustments.
7. Serve as the liaison for the assigned program and coordinate assigned program activities with other District divisions, departments and outside agencies.



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8. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
9. Provide responsible staff assistance to the Vice President of Student Services (SBVC) or Dean of Student Services and Student Development (CHC).
10. Provide leadership and advisement to Associated Student officers and senators; Associated Student Senate and Executive Board; and Inter-Club Council.
11. Advise the Associated Students and Inter-Club Council in the development of semester calendars of campus activities and events, and assist in the overall implementation of the activities needed.
12. Provide leadership in the creation of new clubs and organizations to meet the needs of a diverse student population.
13. Oversee the informal process of student code of conduct policies and regulations (1st level student discipline).
14. Advise and monitor the development and spending of a yearly budget for the Associated Students, and communicates problems or areas of concern to the Vice President of Student Service (SBVC) or Dean of Student Services and Student Development (CHC).
15. Attend and advise each Associated Student Senate and Inter-Club Council meeting and AS/ICC campus event/activity. Attend and participate in all student government off-campus conferences/conventions, approved by the College. Assist supervisor with replacement in his/her absence.
16. Coordinate and monitor student ID card programs.
17. Supervise student activities, maintaining order and promoting responsible behavior as the students interact with each other in a safe and collegial environment.
18. Coordinate various special events including student recognition dinners, awards ceremonies, campus mascot appearances, commencement and all related components.
19. Provide leadership development and workshops for student leaders on such topics as parliamentary procedure, conflict resolution, time management, goal setting, problem solving, etc.; review and revise Student Activities Handbook annually; and conduct training.
20. Advise and supervise student governance groups and processes.
21. Conduct regular assessment surveys of student interests in activities and campus programs.
22. Facilitate and implement paperwork generated by the Associated Students and Inter-Club Council in a timely manner.
23. Perform other related duties as required.



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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of assigned program areas.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of student development and student personnel administration.
- Knowledge of California Community College philosophy and mission.
- Title 5 regulations and Education Codes related to student organizations, behavior and fees.
- Principles and practices of student government.
- Principles of group dynamics and intermediate leadership development training.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of technical, administrative, and financial report preparation and presentation.
- Principles and practices of contract administration.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations

Ability to:

- Oversee and participate in the management of a comprehensive student life program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.
- Plan, organize, direct, coordinate, and evaluate assigned programs.
- Plan, schedule, and review the work of assigned staff.
- Advise and direct students in various organizational activities.
- Provide leadership and advisement to Associated Student officers and senators.
- Instruct leadership classes and workshops.
- Create new campus life programs and activities in collaboration with student leaders.
- Analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical and learning disabilities.
- Communicate clearly and concisely, both orally and in writing.



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- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A Master's degree from an accredited institution

Experience:

- One year of general clerical experience.
- Experience that indicates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

License or Certification:

- Possession of a valid California driver's license.

Special Conditions:

- Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.