



<b>Position:</b> Director of Student Affairs, Student Life	<b>Position Number:</b>
<b>Department/Site:</b> Student Affairs	<b>FLSA:</b> Exempt - Administrative (Classified Administrator)
<b>Reports to:</b> Vice President of Student Affairs or assigned administrator	<b>Salary Range:</b> IX

## **DEFINITION**

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for student life functions and activities, including student clubs and organizations and the Student Information and Welcome Center; provides guidance to Associated Student leaders in areas such as leadership development, budget management, and implementation of Associated Students Constitution, By-Laws, and Directives; serves as primary point of contact for student discipline and student grievances; coordinates assigned activities with other District divisions, officials, and outside agencies; provides highly responsible and complex professional assistance to the Vice President of Student Affairs in areas of expertise; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Vice President of Student Affairs. Exercises general direction and supervision over administrative support staff.

## **CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in student life activities, including short- and long-term planning and development and administration of program policies, procedures, and services. The incumbent provides assistance to the Vice President of Student Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Vice President of Student Affairs in that the latter oversees and provides leadership for all Student Affairs programs and activities and is responsible for achieving strategic objectives related to the District-wide programs, support services, and operations.

## **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Assumes management responsibility for all student activities, clubs, and organizations and student discipline and grievances.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the programs; establishes, within District policy, appropriate budget, service, and staffing levels.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Vice President of Student Affairs.
- Manages and participates in the development and administration of assigned budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations;

works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Supervises the process, timeline, and adjudication of all discipline reports and student grievances; functions as a first responder to student discipline and grievance cases, including meeting with students, gathering data, establishing timeline of events, and determining findings; coordinates discipline work with the Chief Human Resources Officer/Title IX Officer where appropriate; completes reports and forms; attends and presents cases at disciplinary and grievance hearings.
- Interprets and applies federal and state laws applying to student records, fees, governance, and disciplinary process, as well as, California community colleges; implements, interprets, and updates student policies and procedures.
- Attends meetings and supervises student government and advises and counsels student leaders on student senate, student court, elections committee, and executive board; supervises Inter-Club Council; and attends meetings of both groups as mentor and advisor.
- Coordinates and provides supervision for student conferences and various Associated Students sponsored events; coordinates student travel.
- Advises, provides guidance, and prepares and delivers presentations on issues and programs pertaining to student life.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of student discipline, grievance, government, and other programs and services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Student Affairs.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of handling student discipline and student grievances.
- Principles, practices, and methods of advising and counseling students.
- Organization and operations of co-curricular programs and activities including student government, clubs, and special events.

- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

**Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer a variety of student life programs, services, and activities.
- Effectively represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand and appropriately apply scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

- A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education and
- Two (2) years of formal training, internship, or leadership experience in student life, student discipline, student grievances, and/or student co-curricular functions.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.