

PERALTA COMMUNITY COLLEGE DISTRICT – April 5, 2013

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR OF STUDENT ACTIVITIES & CAMPUS LIFE

(Management Salary Range 2)

Job Code: 773

CLASS PURPOSE

Under the direction of the Vice President of Student Services or designee, the Director of Student Activities & Campus Life has administrative responsibility for providing and coordinating opportunities for leadership development. The Director works in collaboration with faculty and staff to develop a student leadership program. The incumbent serves as an advisor to the college student government and clubs to encourage the development of student groups with extracurricular and co-curricular student engagement programs, e.g. student activities, special student-led conferences, and cultural event series.

The Director is also responsible for developing and administering an ombudsman service and adult reentry services. In collaboration with the staff of Admissions and Records, the Welcome Center, Financial Aid, Special Academic Support programs, and Outreach Services, the incumbent coordinates in-reach, orientation activities and student engagement. The Director works collaboratively with Counseling Faculty, Foundation Skills Committee, and participating academic departments and assists in the coordination of the “Freshman Year Experience” program. They may be asked to work closely with Veteran Affairs staff.

The incumbent also develops, monitors and manages the unit’s budgets, and exercises supervision over students and staff. Other responsibilities include preparation, development, monitoring and management of student government budgets.

WORK SCHEDULE

This is a full-time, 12-month position. Administrators are expected to work a minimum of 40 hours per week and are expected to work during normal business hours of the District unless otherwise approved by his/her supervisor. This position is subject to evening and weekend hours.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

The Director of Student Activities and Campus Life exercises judgment in the facilitation and administration of student support activities and programs including ombudsman services, reentry services, and student engagement activities. The Director also supports the college Student Support Services by assisting in the coordination of the Freshman Year Experience, Orientation programs, and faculty-led Leadership Studies programs. The nature of these responsibilities require the Director to develop and maintain positive working relationships with faculty and staff across the college to foster collaboration with effective results in support of student learning, achievement and success.

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The Director will also:

- Manage and supervise the operations of the Office of Student Activities.
- Establish and assess measurable student learning outcomes, program goals, and objectives.
- Maintain statistical reports, surveys and other records to assess accomplishments, appropriate student learning outcomes, and departmental needs.
- Compile and analyze data related to student participation and program evaluation; develop organizational work processes which facilitate attainment of established program goals and objectives.
- Evaluate all assigned programs and recommend programmatic goals and objectives to the Vice President of Student Services or designee.
- Facilitate cross-cultural dialogue and communication among diverse campus constituencies.
- Assist in establishing and implementing student policies and programs.
- Provide and conduct leadership seminars, training, workshops and campus-wide events for students, student government organizations, and other student groups and organizations.
- Provide support, and direction to student groups, organizations and advisors through leadership, organizational and resource development. This includes support to student clubs and individuals.
- Coordinates and approves the recruitment of new faculty sponsors/advisors.
- Direct program coordination activities with other student services functions and instructional programs; provide technical expertise and input concerning student activities.
- Enforce rules and regulations in accordance with appropriate District policies which include the Student Rights and Responsibilities and Conduct Code. Adhere to and guide students to adhere to applicable District policies and procedures as well as state and federal laws related to student government, campus events, and student activities and programs
- Oversee the recruitment and supervision of student Safety Aides; ensure Students Safety Aides receive the appropriate training through General Services.
- Oversee the recruitment and training of students to ensure active participation in campus and district-shared governance committees.
- May serve as a member of the Institutional Effectiveness Committee, the Matriculation/Student Success Committee, or other committees.

Student Activities/Event Planning

- Plan, implement and evaluate co-curricular student activities which provide a welcoming campus environment and which support student recruitment, retention and the successful achievement of academic and career goals. Oversee and assist in developing activities, events and programs designed for the social, cultural and instructional development of students.
- Exercise leadership in the management, development, and long-term planning of college-wide activities and programs.

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- Plan and implement a program of publicity and outreach activities which inform and involve students.
- Supervises the maintenance of the master calendar of student activities and events.
- Reviews Student Handbook and other publications targeted towards students, and ensures they are updated in compliance with board policy, administrative procedure, and other applicable guidance.
- Arrange for college representation at conferences and meetings concerning student groups; represent college administration at student Government conferences; communicate with other Student Services program personnel, District administrators and support personnel, faculty and others to coordinate student activities and programs.
- Exercises supervision of students attending local, statewide, and national conferences/seminars.

Student Government

- Serve as an advisor to the Associated Students, Inter-Club Council, and student clubs.
- Oversee the financial management of Associated Students including the monitoring of student club/organization accounts.
- Exercises management oversight and monitoring of the Associated Students annual budget and bank records; supervises the Associated Students bookkeeper.
- Prepare and administer the disbursement of Associated Student funds; authorize expenditures of funds; and assist with the preparation and development of Associated Students budgets in accordance with District policies and applicable regulations.

Facilities Oversight, Budget and Fiscal Planning

- Oversee the repairs and maintenance of the Student Center. Participate in facility design/redesign.
- Manage the use and scheduling of Student Center facilities; ensure appropriate use of program facilities in the Student Center.
- Serve as liaison to college bookstore and café.
- Serve as liaison pertaining to vendor fulfillment of contractual requirements.
- Develop and monitor the allocation of any available general funds and student center funds related to student activities, e.g. commencement, student life, and student center.
- Assists in the development of technology related to the delivery of services to students.
- Provides leadership in helping to coordinate, recruit, and organize students to provide input in the development, implementation, modification and evaluation of the use of smart media technology for students.
- Develop, implement and foster college-wide ombudsman services, adult re-entry services and in-reach services or act as ombudsman for the student grievance process.
- Serve on standing and ad hoc committees as assigned.

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- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university.
2. Five (5) years of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., work processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Learning theory and student characteristics for leadership development.
 - Philosophy and objectives of the community college.
 - Principles of individual and student group development theory and applications.
 - Effective communication skills.
 - Sound conflict resolution techniques.
 - Legal and regulatory climate in California community colleges.
 - Principles and practices of event and risk management, principles of student discipline, legal aspects of higher education, team development strategies.
 - Smart technology, using computers, multimedia and modern office equipment and technology used in education.
 - Budget processes.
 - Equal Employment Opportunity, hiring and evaluation procedures; local, state, and federal employment regulations.
- Ability to:
 - Plan, administer and supervise a wide variety of programs and staff.
 - Exercise independent judgment.
 - Communicate clearly, both orally and in writing.
 - Demonstrate sensitivity to, and respect for, a diverse population.

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- Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
- Apply sound leadership and management techniques.
- Learn, interpret and implement relevant sections of the Education Code, Board Policy, and state and federal mandates.
- Demonstrated ability to prepare and administer budgets.
- Knowledge of policies, laws, and practices pertaining to student government and student activities on a community college campus.
- Demonstrated ability to train and supervise student personnel.
- Demonstrated ability to establish and maintain effective working relationships with administrators, faculty, students and the general public.
- Ability to supervise, stimulate and coordinate the operation of various activities; listen to and record students' desires accurately and effectively; assist students and faculty involved in a variety of co-curricular activities.
- Demonstrated ability to analyze situations and make decisions in procedural matters without immediate supervision.
- Ability to prepare effective promotional and informational publications and materials.
- Ability to provide coaching and mentoring in student leadership and development.
- Knowledge and experience in designing programs and services that are based in current research on student learning and student development theories.
- Program development, organization, implementation and evaluation skills.
- Understanding of the needs and interests of community college students.
- Leadership, mentoring, modeling and communication skills.
- Conflict resolution skills.

SUPERVISION EXERCISED

Provides direct leadership for Student Government, Student Clubs, Student Center, campus organizations, ombudsman services/internal relations, and adult reentry services. Supervises students and how student activities are conducted. May also supervise classified and short-term temporary employees.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

REVISED: 4/18/13