

**DIRECTOR OF STUDENT LIFE & LEADERSHIP**

| **Reports to:** | Dean, Student Affairs |  |  |
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| **Dept:** | Student Life & Leadership | **Range:** | CM-8 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*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 by individual positions.*

### BASIC FUNCTION:

Under general supervision, the Director of Student Life & Leadership is responsible for overseeing and directing the staff and daily operations of the Student Life & Leadership department; serving as the primary point-of-contact for the department; administering student conduct; facilitating the student grievance and complaint processes; coordinating the co-curricular programming for student organizations, student government, and the general student population; and leading the department toward utilizing trauma-informed and anti-racist practices when interacting with students and other employees.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Develop, imple­ment and monitor operational plans and program budgets to achieve department objectives; make purchases and other expenditures in accordance with district procedures; develop, implement and evaluate plans, processes and procedures to achieve established goals and objectives in accordance with depart­ment standards.
2. Direct, plan, assign, schedule, supervise and evaluate the work of assigned department staff; interview and lead selection of new department staff; establish performance requirements and personal development targets; regularly monitor performance and provide training, coaching and mentoring for perform­ance improvement, in accordance with district human resources policies and labor contract agreements.
3. Provide day-to-day leadership to ensure a fair and open work environment in accordance with the district’s mission, goals and values; work with staff to ensure a high-performance, service-oriented work environment that supports achieving district and division mission, objectives and service standards; enforce the maintenance of safe working conditions and ensure safe work practices are followed by staff.
4. Serve as a student conduct administrator, utilizing the Standards of Student Conduct and facilitating the student grievance and complaint process, in collaboration with the Dean of Student Affairs.
5. Serve as a Deputy Title IX Coordinator for the district to support students impacted by sexual harassment, sexual assault, dating violence, domestic violence, and stalking.
6. Provide leadership development training, activities and programming to a diverse group of students; assist in the recruitment, selection and training of student leadership; oversee the development and implementation of leadership programs and honors societies as aligned with the college’s core competencies.
7. Oversee the daily operations of the Associated Student Government (ASG) with the Director of Student Services, San Elijo Campus; advise and supervise the development, review and enforcement of ASG documents, including constitution, election code, and policies and procedures; advise, train and ensure participation of student leaders in the shared governance process; ensure that the Associated Students are compliant with all district and state laws.
8. With student leadership, develop, manage and monitor a variety of student organization budgets; approve purchase requests for budget expenditures and monitor revenue and fee collection; authorize contracts with vendors; approve, coordinate and travel to regional and statewide conferences, assemblies and student retreats.
9. Administer the Inter-Club Council and the recognition process for new student organizations. Advise and guide staff/faculty advisors of recognized student organizations; develop and review student organization advisor and student handbooks; oversee the Club Room and its hours of operation.
10. Administer the district’s free-speech policies; coordinate and ensure access to campus and promotion of events to outside groups; negotiate the activities/events, terms and locations of planned student-driven protests; coordinate with the Police department, the Public Information Office and facilities to develop an operations plan; coordinate campus response to unplanned protests.
11. Assess and evaluate program effectiveness and student learning; make data informed decisions through maintenance of program tracking databases; collect and provide data; compile and analyze statistical records for reports; work with other program supervisors to ensure effective service to students.
12. Proactively anticipate campus needs and develop programs, in collaboration with faculty, that connect co-curricular learning in support of institutional competencies to the classroom experience and with students’ identified career goals.
13. Convene district’s Commencement Committee ensuring faculty and student participation in the process. Supervise annual commencement exercise including preparatory events; coordinate with other departments to ensure a safe event for guests, graduates and employees; promote and publicize events by working in partnership with the Public Information Office and appropriate communications channels.
14. Develop programmatic model for student media; advise and guide staff and students, in cooperation with Student Services Coordinator, to ensure student development, meeting management and ethics of journalism are upheld.
15. Manage the Student Center Fee and associated fees in conjunction with the Associated Students. Convene the Tenants Committee to coordinate operations and issues within the student center.

**OTHER DUTIES:**

1. Coordinate district-wide student identification card processing and production; work with Instruction and Student Services departments to strengthen the value of and maximize use of ID cards for student tracking purposes.
2. Attend meetings, workshops and conferences; represent the district and promote college enrollment.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Direction and goals of a community college student activities and leadership program.
2. Policy and procedure development.
3. Motivational strategies, goal setting and interpersonal conflict intervention/resolution methods and techniques.
4. Laws, policies and procedures relating to student travel, supervision and funding authoriza­tion.
5. Needs and interests of culturally diverse groups of student leaders and organizations.
6. Student conduct and Title IX policies and procedures.
7. Principles, methods and practices applicable to the design and implementation of public relations, community outreach and marketing programs.
8. Modern office practices, procedures and equipment.
9. Standard business software and district computer applications used in the work.
10. Research methods and statistical analysis techniques.
11. Applicable federal, state and local laws, including applicable sections of the state education code, and rules and regulations [including OSHA rules and regulations if applicable].
12. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
13. District practices and procedures for budgeting, purchasing and maintaining public records.
14. Principles and practices of effective management, training and supervision.
15. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Plan, supervise, assign, review and evaluate the work of support staff engaged in operations of the Student Life & Leadership department.
2. Coordinate, develop and implement programs, services and activities to recruit, train, retain and assist student leaders.
3. Enforce the Standards of Student Conduct, facilitate the student grievance and complaint process and perform conflict resolution activities.
4. Plan, organize and implement programs and activities in one or more Student Services areas.
5. Work collaboratively with other directors and managers and provide expert advice and counsel to develop solutions to complex issues.
6. Represent the district effectively in public settings and one-on-one with students, community groups, other colleges and the public on a variety of complex issues.
7. Coordinate, supervise and use automated systems to maintain records, collect data and generate reports.
8. Maintain current knowledge of college curriculum, rules, regulations and guidelines applic­able to assigned student services areas.
9. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
10. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
11. Communicate effectively, both orally and in writing.
12. Understand, interpret, explain and apply applicable laws, codes and regulations.
13. Present proposals and recommendations clearly, logically and persuasively.
14. Operate a computer and standard business software.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Represent the district effectively in public settings and one-on-one with students, community groups, other colleges and the public on a variety of complex issues.
17. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
18. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Education and experience equivalent to a bachelor’s degree from an accredited college and three years of formal training, internship or leadership experience reasonably related to the duties and responsibilities of the position; Master’s degree preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Student Services Coordinator, Student Services Specialist, Administrative Support Assistants, student volunteers and workers, and others as assigned.

**CONTACTS:**

District administrators, faculty, staff, students, community groups and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.