

**TITLE: Manager, Student Life & Engagement Programs**

**CLASSIFICATION: Management Team – Classified Supervisor**

**SALARY RANGE: 14**

**SCOPE OF POSITION:**

Under the direction of the Senior Dean of Students, provides District leadership in managing the operations of Student Life & Engagement Programs including activities, events, student leadership training, Intercultural Programs, Student Governance, Inter-Club Council, Club Sports, Free Speech, and other activities and programs; serves as a Student Grievance Officer; trains, supervises and evaluates the performance of assigned staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Assumes responsibility for risk management of assigned student programs and events to minimize liability exposure for Club Sports, special events and student travel.
2. Assumes responsibility for supervisory oversight of student government, clubs and student activities; schedules events and facilities; coordinates facility operations, media services, and safety and District Police staff for events; participates in web page maintenance for online information for student life.
3. Supports the development of an intercultural center and related programming; coordinates, implements and supports intercultural events and activities; and prepares intercultural event proposals.
4. Supervises and coordinates club sports programs and coaching certifications; hires coaches and providing risk management training.
5. Trains, supervises and evaluates the performance of assigned staff and student employees; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
6. Serves as the lead Grievance Officer for student complaints and grievances; provides objective conflict resolution services for students, staff and faculty; ensures compliance with community college, State and Federal laws and guidelines including applicable sections of the Education Code, Title 5, Office of Civil Rights guidelines, Title IX and District policies and procedures.
7. Provides technical expertise, information and assistance to the Senior Dean of Students regarding assigned functions; assists in the formulation and development of policies, procedures and programs.
8. Directs the preparation and maintenance of narrative and statistical reports and records related to staff and assigned activities; prepares program review and assessment reports; prepares graphic publications, displays, presentations, handbooks and training materials.
9. Communicates with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
10. Develops and prepares student government, student life, and inter-club council budgets; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established policies and procedures.
11. Attends and conducts a variety of meetings; serves on assigned committees.

**KNOWLEDGE OF:**

1. Student advising, student leadership development and group facilitation/training objectives, practices and procedures.
2. Rules of parliamentary procedure and Brown Act.
3. Philosophy and objectives of a college-based Student Life Office and student development theory and applications.
4. Practices of event risk management, principles of student discipline, and team development strategies.
5. Title V regulations and related legal aspects of higher education related to assigned activities.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable acts, laws, codes, regulations, policies and procedures related to assigned areas.
10. Web maintenance techniques, skills and programs.
11. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Train, supervise and evaluate the performance of assigned staff.
2. Advise students and student groups utilizing current student development theory.
3. Assist students, faculty and staff in planning, organizing, coordinating and supervising activities.
4. Develop and maintain a comprehensive leadership training program.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Direct the maintenance of reports, records and files related to assigned activities.
14. Demonstrate sensitivity to, and respect for, a diverse population.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Bachelor's degree

*Experience:*

Increasingly responsible experience in a variety of student activities, including student development programs and student leadership programs.