

TITLE: Director, Student Life & Engagement

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 22

SCOPE OF POSITION:

Under the direction of the Dean of Students, plans, organizes, and directs District-wide Student Life & Engagement Programs; develops and implements student development leadership education, and persistence programs and services to improve student support; provides administrative oversight for student activities and events, student government, student clubs and other organizations; facilitates initiatives related to community involvement and service learning; provides administrative oversight for District-wide intercultural programs and events; manages related special projects; 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. Develops and implements District-wide programming that complements the student experience, enhances learning, fosters engagement, and improves student competencies through co-curricular activities, leadership opportunities, community partnerships, and on-campus service learning.
2. Provides administrative oversight for District-wide student life programs and activities including the development and implementation of policies, programs, and procedures aimed at improving student engagement and support, including student communications, student development, intercultural programs and events, and leadership education programs.
3. Provides supervisory oversight of student government, clubs, activities, and financial accounts; plans and implements District-wide events and activities.
4. Supervises and coordinates club sports programs and coaching certifications; hires coaches and provides risk-management training.
5. Provides administrative oversight for the operations of the Bertolini Student Center including the Information Desk, Student Ambassadors, Student ID systems, and other services for students.
6. Collaborates with Finance and Administrative Services on risk management issues of assigned student programs and events to minimize liability exposure for student activities, events and travel.
7. Provides administrative oversight, and supervisory leadership and guidance for the Intercultural Center, Student Activities Center, and other student-oriented facilities.
8. Oversees the development and implementation of Residential Education and Student Life programs for student housing.
9. Supports and advises student sustainability programs, activities, and events.
10. Coordinates and supports initiatives aimed at improving student support for diverse student populations, including co-curricular activities, reporting, evaluation, and faculty support.
11. Collaborates with student support programs to create seamless connections across services that result in increased resources and support for students.
12. Provides District-wide administrative leadership in developing, facilitating, and evaluating student engagement and support programs with emphasis on the continued enrollment of students from semester to semester, year to year; administers special projects in collaboration with key student services and academic departments.

KEY DUTIES AND RESPONSIBILITIES – Continued

13. Oversees the development of annual budgets for the assigned areas, including student government; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations; identifies funding opportunities and other resources, and prepares proposals to meet District student equity goals; prepares and submits state required budgetary reports.
14. Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
15. Reviews, revises, interprets, and implements District policies and procedures related to student life to ensure compliance with governmental regulations and Chancellor's Office guidelines.
16. Provides technical expertise, information and support to the Dean regarding assigned functions, District-wide initiatives, special programs, and development of student support programs; assists in the formulation and development of policies, procedures and programs.
17. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
18. Oversees communications with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues, and exchange information for assigned areas.

KNOWLEDGE OF:

1. Program review, student learning outcomes and program evaluation process.
2. California Education Code, FERPA, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters affecting the student services policies and practices of the District.
3. Principles and best practices of student development, advising, and group facilitation.
4. Standard management practices and principles for supervising faculty, classified professionals and student employees.
5. Evaluation and statistical methodology for preparation of statistical research and reports.
6. Current research and best practices in campus sustainability, social justice, diversity, student support, and equity.
7. Grant proposal writing and special funding resources.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision, evaluation and training.
11. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Envision, develop, and maintain short and long-term strategic student support initiatives.
2. Develop, support, and evaluate student development and support programs, including retention/persistence strategies.
3. Effectively train, supervise and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.

ABILITY TO – Continued

6. Establish and maintain cooperative and effective working relationships with others.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. 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:

Master's Degree in higher education administration, student development, counseling or related discipline.

Experience:

Significant leadership experience in a higher education, with an emphasis on managing student service, equity, and retention programs.