

Supervisor, Student Life

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 123003

Job Series/Job Family: Student Support & Success Series / Student Life Family

Reports To

Director, Student Life

Job Purpose

To supervise staff and daily operations of assigned Student Life campuses and programs; serves as a process holder for college-wide and campus-based programming.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises the daily operations of assigned Student Life staffing campus offices; schedules, trains, prioritizes work assignments, and reviews first level financial requests of Student Life Coordinators, Student Life Specialists, student interns, hourly workers, and volunteers.
2. Serves as a process holder for college-wide student development programming areas that include: program development, implementation, evaluation, and assessment; serves on college-wide committees related to the program areas.
3. Provides oversight of student organizations and groups which include: recruitment, interviewing, work allocation, scheduling, training, problem resolution, pre- and post-performance evaluation and assessment. Serves in an advisory capacity to student groups and organizations.
4. Researches, recommends, develops and implements departmental programs and activities in conjunction with Student Life Coordinators and Specialists.
5. Maintains campus operating and programming budget accounts. Oversees financial transactions for student organizations and groups. Works with Director and others to implement systems, policies and procedures designed to monitor expenditures.
6. Plans, organizes and oversees student travel programs. Makes recommendations to Director for staffing requirements for all off-campus travel, assigns Student Life leads for travel, confirms that traveling Student Life staff and participants have proper travel credentials, training and orientations prior to leaving. Provides first level review for all off-campus travel.
7. Prepares administrative reports for Student Life events, programs, budgets, and accomplishments.
8. Proposes, writes, develops and facilitates training for Student Life staff and student groups and organizations related to the daily operations of the assigned Student Life campuses and programs.
9. Interprets and implements policies and procedures for Student Life staffing, programs, events, and activities. Works collaboratively with Student Life Coordinators and the Director to communicate, recommend action plans, generate alternatives, consider risks, and evaluate programs.
10. Serves as first level contract negotiator of vendor event contracts, vendor insurance conditions and purchasing care requirements.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Communication methods used with diverse backgrounds and ages.
- Use of Assessment programs to identify needs.
- Uses of emerging technologies and communication systems to promote programs, activities, and services.
- Use of supervisory practices.

Preferred

- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Principles and practices pertaining to planning, developing, supervising, evaluating, and assessing Student Life related programs, including student clubs, organizations, leadership, diversity, student life, communication, media, and special events.
- Student retention/attrition theories.
- Federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervising and coordinating the activities of subordinate personnel.
- Working collaboratively and as part of a diverse team.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Ability to effectively manage change.
- Ability to prioritize multiple projects.
- Ability to create, compose, and edit written materials.
- Ability to develop, write, plan and implement short and long-range goals.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and student information and database systems.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments
- Occasional lifting of objects up to 30 pounds

Work Experience

Required

- Two years related work experience, including one year supervisory work experience.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Other
Required

- Reliable transportation for travel within the ACC service district.

Safety
Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.