

Director, Student Life

FLSA Status: Exempt

Pay Grade: 23

Job Title ID: 12301

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

Reports To

Vice President, Student Support and Success Systems

Job Purpose

To direct, plan, develop, promote, and evaluate system-wide co-curricular special programs and services for students and the College.

Description of Duties and Tasks

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

Required

1. Directs and administers system-wide co-curriculum events, including the forecasting, planning, developing, promoting, and evaluation of programs and services that are focused on providing a diverse student body with opportunities for personal growth and leadership development.
2. Supervises, hires, trains, and evaluates Student Life staff, including district-wide professional and technical staff.
3. Provides leadership in relation to all student activities, clubs, and organizations.
4. Develops and oversees the annual budget based on data that supports the College's guidelines and strategic goals; monitors budget expenditures; exercises budget authority for all student organizations.
5. Directs training for leadership, organizational analysis, fiscal management, and volunteer management.
6. Directs and supervises the development and production of informational materials pertaining to student activities including the district-wide student activities/college event calendar, student news magazine, promotional brochures, and press releases.
7. Researches and implements emerging technologies; creates and manages the district-wide internal communication system to promote student activities, programs, and services.
8. Develops and implements procedures and guidelines for student programs and organizations; recommends and interprets ACC policy, and issues directions for implementation while monitoring and maintaining compliance.
9. Negotiates services and fees with private sector organizations in relation to performances, speakers, and other events.
10. Develops departmental goals and objectives, operations and processes, and works with community resources to develop opportunities for students.

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

- Program/curriculum design and promotion processes.
- Budget preparation, bid and purchasing procedures, and expense control.
- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Emerging technologies and internal communication systems used to promote student activities, programs,

and services.

- Supervisory principles, practices, and methods.

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.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Articulating the role of student life programs to students, faculty, staff, parents, and outside constituencies.
- Directing and administering system-wide student programs and services.
- Developing budgets for programs and services, and managing expenditures and revenue.
- Evaluating the effectiveness of student programs and services.
- Managing the production of promotional materials in relation to student activities and college events.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Three years work experience in a student services environment, including one year work experience in program/curriculum design and one year supervisory work experience.

Education

Required

- Bachelor's degree in related field.

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.