# Supervisor, Student Life Communications

**FLSA Status:** Exempt
**Pay Grade:** 15
**Job Title ID:** 123011
**Job Series/Job Family:** Student Support & Success Series / Student Life Family

## Reports To

Director, Student Life

## Job Purpose

To supervise Student Life staff and daily operations of assigned campuses and program areas; serves as process holder for Student Life college-wide media/communications areas.

## Description of Duties and Tasks

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

***Required***

1. Supervises the daily operations of Student Life staffing; and schedules, trains, prioritizes work assignments, and reviews first level financial requests of Student Life staff, student interns, hourly workers, and volunteers.
2. Collects data, analyzes, and reports on findings related to Student Life area.
3. Provides leadership on markets, web, and publication projects. Researches and collaborates on strategy and web content, and maintains communication with campus teams.
4. Generates, edits, reviews and revises copy for Student Life communications including brochures, print, videos, websites, presentations, direct mail, and other media.
5. Creates visual concepts, designs, layouts and pre-press activities for print and other communications. Oversees the creation of graphic images. Establishes design standards and templates for core Student Life communication vehicles.
6. Tracks jobs, requirements, timelines, and other project variables.
7. Works with Director to oversee management and progress of Student Life publication project team. Creates reports and provides training as needed.
8. Works with vendors, freelancers, advertising/design agencies, print media and bureaus as needed.
9. Coordinates Student Life presence on social networking sites.
10. Collaborates on strategy and content development.
11. Ensures accurate accounting of all Student Life communications and assigned programming expenditures.
12. Serves in an advisory capacity to student groups and organizations.
13. Serves as a process holder for college-wide student (development programming) communications areas that include: program, development, implementation, evaluation, and assessment; serves on college-wide committees related to the program area.
14. Interprets and implements policies and procedures. Works with Director to communicate, recommend action plans, generate alternatives, consider risks, and evaluate programs.

## 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***

- 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.

- Supervisory practices.
- Student retention/attrition theories.
- Federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.
- Communications methods used with students of diverse backgrounds and ages.
- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Uses of emerging technologies and communication systems to promote programs, activities, and services.

## 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***

- Effectively managing change.
- Prioritizing multiple projects.
- Creating, composing, and editing written materials.
- Developing, writing, planning and implementing short and long-range goals.
- 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.
- Supervisor and coordinating and 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.

## Computer Skills

***Required***

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

## Physical Requirements

***Required***

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

## Work Experience

***Required***

- Two years related work experience, including one year supervisor work experience.  Completion of the ACC Supervisory Training Course may be substituted for the one year supervisory work experience.

***Preferred***

- Work experience in student services as a community college.

## 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.