

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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| Job Title: | Director, Student Life and Leadership | Range: 16 (CL) | Management Schedule |
| Date Revised: | | Date Approved: | September 13, 2022 |
| THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD | | | |

PRIMARY PURPOSE

Under the direction of the Dean, Student Support Services or designee, direct, consult, plan, implement, and evaluate comprehensive services and programs that contribute to enriching student life through educational experiences, service learning, volunteering, and student leadership opportunities. Develop and implement support structures, systems, and services that promote student leadership, participation, belonging, equity, and success.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

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| 1. | Provide strategic leadership, vision, and management for the design and development of a dynamic Student Life and Leadership program that supports the college's mission, values, and goals, integrated within the educational experience of students; plan, organize, coordinate, direct, and implement services and programs for students that create opportunities for growth and development, engagement, and leadership development, impacting student success and retention. |
| 2. | Develop, implement, and monitor operational plans and program budgets to achieve department objectives; make purchases and other expenditures in accordance with district procedures; manage optional student fees in conjunction with the Associated Students (AS) for AS benefits, student I.D. card, and student representation fee. |
| 3. | Direct, design, and implement a diverse, inclusive, competency-based student leadership development program, using student development theory-to-practice that includes various components and developmental goals aimed at the following: personal growth and development, cultural competency, social justice and activism, academic success, and community engagement; create strategies and approaches that provide equitable access and opportunities for engagement on a variety of levels such as involvement and participation in student leadership retreats, workshops, seminars, leadership conferences, one-on-one consultations, guest speakers, forums, socials, and unlimited learning opportunities for current and emerging leaders. |
| 4. | Create and execute a leadership theory-to-practice model that provides a bridge for student life through Associated Students and other student programs based on learning outcomes and multi-level partnerships across campus; direct, plan, and execute student retreats; collaborate with campus partners to facilitate leadership workshops for established and emerging student leaders. |
| 5. | Direct, plan, and organize major campus-wide events, including commencement; work with campus governance groups to serve as the selection committee; coordinate all preparatory and recognition events and scholarship program dinners; convene the college's commencement committee; supervise the annual commencement exercise including preparatory events; collaborate with colleagues and students to develop, coordinate, and implement special activities and events for students; coordinate with other key campus departments and the President's cabinet to create a comprehensive commencement, and ensure a safe event experience for graduates, guests, and employees that reflects positively on the college and its mission. |

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

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| 6. | Administer the AS, Inter-Club Council and other student clubs as they develop their activities and programs; help promote the social, cultural and instructional development of students through such activities; support student organizations, student officers and faculty/staff advisors through leadership organization and resource development; provide programming and assistance to all student organizations. Facilitate collaboration with other campus stakeholders to enhance co-curricular opportunities for students. monitor student eligibility for co-curricular activities and participation in college committees; develop and review student organization advisor and student handbooks; oversee incentive programs for student organizations. |
| 7. | Manage the day-to-day operations of the AS office, the Student Center, and Student Life and Leadership, including directing, planning, assigning, and scheduling of staff; establish performance requirements and personal development targets; regularly monitor performance and provide training, coaching, and mentoring for performance improvement in accordance with District Human Resources policies and labor contract agreements. |
| 8. | Develop, direct, and evaluate program review compile and analyze data related to program participation and evaluation; develop organizational structures and work processes that facilitate attainment of established program short-term and long-term goals and fiscal plans to grow and support the department objectives. |
| 9. | Serve as the technical and administrative advisor for the Associated Student Government (ASG) as outlined by their constitution and bylaws; supervise and direct the work of staff, and oversee daily operations of the ASG; advise and supervise the development, review and enforcement of ASG documents, including constitution, election code, and policies and procedures; advise, train, and ensure participation of student leaders in the shared governance process; ensure that the AS are compliant with all District and state laws; use restorative practices that use the restorative justice principles of participation, empathy, problem-solving and respectful dialogue to build healthy and equitable relationships between student leaders and to repair relationships when conflict occurs. |
| 10. | Oversee a variety of services such as student identification card procedures and all student publicity and posting of materials in accordance with the policies of the Board of Trustees; direct the development, enhancement, and management of supporting database systems, including provisions for systems backups, maintenance, database integrity, and data security of student identification card stations in the Student Center. |
| 11. | Manage the operations of the Student Activities Office, including schedules, classified and hourly staff; supervise and ensure maintenance of student services building public areas, such as the student lounge, television room, game room and conference room; ensure timely posting of pertinent information on student bulletin boards. |
| 12. | Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work. |
| 13. | Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees. |

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

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| 14. | Develop and prepare the annual preliminary budgets for assigned programs including the annual student body budget for Student Life equipment, supplies and personnel; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities; prepare recommendations and justifications regarding budget requests; manage the commencement budget, including independent contractor agreements with various vendors related to commencement; partner with Campus Communications in the promotion and publicity of events; coordinates with AS and faculty advisors to ensure expenditures are authorized according to District policies and applicable regulations. |
| 15. | Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel. |
| 16. | Prepare and submit a variety of statistical and narrative reports such as program reviews, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits. |
| 17. | Conduct workshops and/or trainings for student leaders, students, potential students, parents, counselors, colleagues and community members to provide specialized information regarding student life, college budgeting, stewardship, professional communication, ethics, program planning and related student services; develop and direct the distribution of brochures, flyers and other materials to publicize student development opportunities. |
| 18. | Maintain communication and work cooperatively with District and college personnel, representatives of state and federal agencies, educational institutions, and social service organizations to ensure successful programs, services, activities, events and experiences that demonstrate sensitivity to and understanding of diversity. |
| 19. | Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. |
| 20. | Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students. |
| 21. | Provide leadership in District/college efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment. |
| 22. | Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees. |
| 23. | Perform related duties as assigned. |

WORKING RELATIONSHIPS

The Director, Student Life and Leadership maintains frequent contact with students, faculty, staff, management, the community, and various departments.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from an accredited institution, preferably with major course work in human behavior, education, counseling, student personnel services, recreation or closely related field.

Three (3) years of experience in teaching, counseling, research, student development, student services, recreation or other directly related work experience in organizing and coordinating large-scale student activities, including experience in a lead or supervisory capacity.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Master's degree from an accredited institution, preferably with major course work in human behavior, education, counseling, student personnel services, recreation or closely related field.

Experience in an institution of higher education, preferably at a community college.

Effective written and oral communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of democratic leadership principles as applied to student governance.

Knowledge of District policies, state and federal laws and regulations concerning student government and other student organization and activities on a community college campus, including the California Brown Act.

Knowledge of principles and practices of training and supervision.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Knowledge of conflict resolution skills.

Knowledge of effective business letter writing, report preparation, financial recordkeeping.

Knowledge of leadership, counseling, modeling and communication skills.

Knowledge of marketing and public relations.

Knowledge of the needs and interests of community college students.

Knowledge of the operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Knowledge of principles and procedures of community college student life programs and services.

Knowledge of Robert's Rules of Order and Title IX regulations and requirements.

Ability to counsel and advise students effectively.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Ability to develop, implement and evaluate the delivery of social, cultural and instructional support programs, operations, services and activities for students.

Ability to plan, organize, coordinate and direct a comprehensive student life program for a community college, and large and small student functions and events.

Ability to instruct student leaders in the use of parliamentary procedures and the California Brown Act.

Ability to empower and mentor student leaders.

Ability to maintain current knowledge of student life activities, events and programs.

Ability to engage students through social media.

Ability to maintain the security of confidential materials.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate data and project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to plan, organize, coordinate, manage and expedite projects related to assignment.

Ability to develop, prepare and administer project budgets.

Ability to operate a computer, printer, calculator, copier, facsimile machine and related equipment.

Ability to meet schedules and timelines.

Ability to work independently with little direction.

Ability to understand and follow oral and written directions.

Ability to communicate efficiently both orally and in writing.

Ability to supervise, train and provide work direction to others.

Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations to attend meetings and conduct work; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds.
