



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Director, Student Life and Leadership	Salary Range:	18
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator, the Director, Student Life and Leadership provides strategic leadership in planning, organizing, and directing comprehensive programs and services that enhance and enrich student life through educational experiences, service learning, student leadership, development, and engagement opportunities.

The Director, Student Life and Leadership works to promote student leadership, participation, belonging, equity, and success by creating and implementing co-curricular and extracurricular activities.

DISTINGUISHING CHARACTERISTICS

The Director, Student Life and Leadership is distinguished in its role in leading the development of student life programs that foster engagement, belonging, and leadership opportunities for students across the campus community.

The Director, Student Life and Leadership creates strong partnerships with faculty, staff, and community organizations to ensure comprehensive support for student leadership and engagement programs. The Director evaluates program effectiveness, ensuring continuous improvements in student life services.

ESSENTIAL FUNCTIONS

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

Leadership and Program Development

1. Provides strategic leadership, vision, and management for the development of a dynamic Student Life and Leadership program that aligns with the college's mission, values, and goals.
2. Designs, plans, and implements services and programs that promote student growth, engagement, and leadership development, which directly impact student retention and success.

Student Leadership and Development

3. Directs the design and implementation of a competency-based student leadership development programs, incorporating student development theory-to-practice.
4. Creates and promotes strategies to provide equitable access to leadership opportunities through workshops, seminars, leadership retreats, conferences, guest speakers, and forums.

Campus-Wide Events and Co-Curricular Engagement



Job Description

5. Organizes and leads major campus-wide events, including commencements, scholarship programs, and student recognition ceremonies.
6. Collaborates with colleagues and students to develop and implement activities and special events that foster student involvement and create a sense of belonging.

Associated Student Government (ASG) and Student Organizations

7. Serves as the technical and administrative advisor for the Associated Student Government (ASG), ensuring adherence to their constitution and bylaws.
8. Administers the Inter-Club Council and provides support for student organizations, facilitating leadership development, compliance with policies, and student involvement in campus governance.

Student Conduct

9. Provides leadership and oversight of the behavioral intervention system and the first-level student conduct system, and has responsibility for education and adjudication activities, including case management, documentation, and active and ongoing campus education related to student rights and responsibilities.
10. Fosters a campus environment that promotes responsible decision-making, personal accountability, and academic integrity by implementing educational programs that encourage appropriate conduct and by administering fair and consistent enforcement processes in response to violations of established community standards.

Budget and Resource Management

11. Develops and manages the annual budgets for student life programs, including the student body budget for Student Life and Leadership.
12. Monitors, controls, and approves expenditures and ensures compliance with District policies, and manages student representation fees and Associated Students (AS) funds.

Data Management and Program Review

13. Develops and implements program review processes, collecting and analyzing data to assess program effectiveness and ensures alignment with short-term and long-term goals.
14. Prepares reports and maintains detailed records of program participation, student outcomes, and operational activities.

Communication and Publication

15. Oversees the creation and dissemination of promotional materials for student programs and events, ensuring compliance with District policies.
16. Leads marketing and outreach efforts to enhance student engagement through traditional media, social media platforms, and campus-wide communication channels.

Staff Training, Supervision, and Development

17. Supervises, trains, evaluates, and mentors assigned staff, including classified and student employees.



Job Description

18. Provides professional development opportunities and oversees staff recruitment, onboarding, and continuous performance improvement.

Technology Integration

19. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

20. Promotes equity-minded leadership and inclusive practices to ensure student life programs address student achievement gaps and foster an inclusive environment for all students.
21. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

22. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Human Behavior, Education, Counseling, Student Personnel Services, Recreation, or related discipline; **AND**
- Three (3) years of experience in student development, counseling, student services, recreation, or other directly related work experience in organizing and coordinating large-scale student activities; **AND** experience in a lead or supervisory role;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- 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 in Human Behavior, Education, Counseling, Student Personnel Services, Recreation, or related discipline.
- Experience in a higher education environment, preferably a community college.



Job Description

- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of District and college organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of California Education Code, Title IX, and other applicable laws and regulations related to the area of assignment.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of democratic leadership principles, student governance, and co-curricular engagement.
- Knowledge of Robert's Rules of order.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of principles and procedures of community college student life programs and services.
- Knowledge of principles and practices of supervision and training.
- Knowledge of marketing and public relations.
- Knowledge of the needs and interests of community college students.
- Knowledge of budget preparation and maintenance.
- Knowledge of office administration and management practices and procedures.
- Knowledge of confidential record keeping, filing, file sharing, and filing systems methods, techniques, and procedures.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership, counseling, modeling, and communication.
- Democratic leadership principles as applied to student governance.
- Conflict resolution.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Event planning and coordination skills, including the ability to manage logistics and



Job Description

details for meetings, workshops, and special events.

- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to Independently perform the essential responsibilities of the position,
- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to oversee multiple and changing priorities related to the area of assignment.
- Ability to foster student leadership, promote equity-minded practices, and organize campus-wide events.
- Ability to counsel and advise students effectively.
- Ability to develop, implement, and evaluate the delivery of social, cultural and instructional 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 and support 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 analyze situations accurately and adopt an effective course of action.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to understand and follow verbal and written directions.
- Ability to understand the scope of authority in making independent decisions related to the area of assignment.
- Ability to review situations accurately to determine the appropriate course of action according to established guidelines.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a 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.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.



Job Description

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.