

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR OF STUDENT LIFE

Chabot College
Management Class Specification

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

The Director of Student Life is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management committees.

DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Director of Student Life shall:

1. Work closely with students, administration, faculty and staff in creating and implementing a student life program that supports instructional programs and student services initiatives with a diverse calendar of activities and events for the college's multicultural student body;
2. Support the SSCC advisor in the development, planning, implementation and evaluation of goals and objectives of the Student Senate of Chabot College (SSCC);
3. Directly guide students with the coordination of campus events including college hour concerts and activities;
4. Be responsible for developing and maintaining a centralized college-wide student events and activities calendar and implementing and coordinating a comprehensive system of communication to student body;
5. Train, advise and supervise all aspects of the student life activities, including student fund-raising efforts and entrepreneurial opportunities, the monthly flea market, student activities, student elections, and the inter-club council;
6. Supervise all financial aspects of Student Life, including the budget development process, the maintenance of the accounting procedures established for that budget, and the approval of associated student government and student organization purchase requisitions;
7. Work in collaboration with faculty, staff, and administrators towards college-wide learning goals and global and cultural involvement and civic responsibility by supporting and enhancing opportunities for students such as service learning, community engagement, student advocacy, and other educational experiences;
8. Monitor student eligibility for extra-curricular activities and participation in college committees;

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Director of Student Life (Continued)

9. Provide active leadership in guiding and training student organization officers to assume their duties with effectiveness;
10. Provide support for Advisors to student organizations;
11. Assist the SSCC with the production of the Student Handbook other materials;
12. Supervise the student lounge and other student activity areas;
13. Supervise assigned staff, student assistants and hourly personnel;
14. Supervise Evening/Saturday activities as appropriate;
15. Perform all other related and implied duties and such others as may be assigned by the Vice President, Student Services and/or the College President.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and practices of organization, administration and personnel management;
2. Principles and practices of budget preparation and administration;
3. Principles of supervision, training and performance evaluation;
4. General operating procedures of student services operations;
5. Pertinent Federal, State and local laws, codes and regulations as they pertain to student behavior and activities.

Ability to:

1. Work with a diverse student population in a large campus setting;
2. Plan, organize, and evaluate programs;
3. Communicate clearly and concisely, both orally and in writing;
4. Gain cooperation through discussion and persuasion.
5. Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education: Bachelor's Degree in any field from an accredited institution of higher education.

Experience: Two years of experience preferably in an institution of higher education, student activities, event management or activities and program coordination. Experience in working with college students OR equivalent combination of education and experience, which indicates possession of knowledge and skills required.

PHYSICAL ACTIVITIES AND WORKING ENVIRONMENT

Environment: Work is performed in a standard office setting with limited travel to attend meetings and conferences.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to various locations; and to verbally communicate to exchange information.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

APPOINTMENT

The Director of Student Life shall be elected by the Board of Trustees upon the nomination of the College President and the District Chancellor.