

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, STUDENT LIFE

BASIC FUNCTION

The Director of Student Life is an Educational Administrator position as designated by the Board of Trustees of the Desert Community College District. The Director is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Director is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the supervision of the Dean, Student Support Programs & Services, the Director, Student Life is responsible for providing administrative leadership and supervision within the areas of student activities, student government, and student health, including the planning, staffing, delivery and evaluation of staff and activities within areas of assignment. The Director will also work collaboratively with the Dean to administer student discipline and student due process as appropriate.

REPRESENTATIVE DUTIES

The following duties are representative of essential functions of the position.

1. Serve as advisor to the Associated Student Organization (ASO), including but not limited to providing leadership training for all incoming ASO officers; providing guidance in planning; attending all ASO Senate meetings and events and traveling to ASO-related conferences.
2. Plan, organize and direct student activities for all district sites; establish goals and objectives, evaluate, modify and implement program activities in accordance with College policies and mission.
3. Ensure that all student government practices follow district policies and state and federal regulations, and all official student government meetings are conducted in an orderly and respectful manner through the use of generally recognized meeting standards such as the Robert M. Brown Act and Robert's Rules of Order.
4. Facilitate student participation in shared governance processes to enhance leadership potential; including, but not limited to, recruitment of students for campus committees, coordinating a student leadership mentoring program, and developing peer-to-peer leadership activities.
5. Provide coordination and guidance with student club chartering process, recruiting faculty advisors for student clubs, providing leadership training and orientation for faculty advisors and club officers.
6. Coordinate and administer a student discount program including recruiting, training, and scheduling student workers.
7. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate.
8. Provide technical expertise to student leaders and student groups in developing leadership skills, budgeting techniques and organizational abilities; work with student and staff committees in planning and implementing appropriate co-curricular programs and activities.
9. Schedule and coordinate activities in collaboration with other college programs, departments, faculty and campus committees; including, but not limited to, high school outreach activities, new student orientation, commencement ceremonies, and organizing and operating a student information center.
10. Collaborate with various college programs and departments and support student participation and attendance at appropriate fieldtrips, regional and national conferences as related to student leadership and development.
11. Attend meetings and conduct a variety of meetings as assigned; including serving as a campus resource for Robert's Rules of Order as appropriate. Represent the District at selected regional meetings, and community events.

Director, Student Life

12. Supervise and coordinate the student election process; screen potential candidates; approve paperwork necessary for application for student leadership. Coordinate and supervise Student Leadership Retreats.
13. Oversee, plan, and direct the activities of Student Health Services. Provide collaborative leadership to the Assistant Director of Clinical Services, the College Physician, and the College Psychologist to ensure the delivery of community college appropriate health care services to students at all district sites; including student health insurance, health screening, health education and prevention activities and programs; communicable disease prevention, and coordination of emergency response and crisis intervention.
14. Participate on the College's interdisciplinary crisis intervention team; including providing input and guidance on the development of crisis intervention policies and procedures.
15. Assist the Dean with administering the College's Student Code of Conduct, student discipline policies and procedures, and student due process as appropriate.
16. Prepare budget estimates; administer and monitor approved budgets; prepare and manage contracts for services and equipment, including donations and grants within the areas of responsibility in accordance with district and state policies and regulations.
17. Prepare and distribute a variety of written materials such as a master schedule of student activities, student bulletins, newsletters, flyers, and brochures, website, and college catalog as related to areas of responsibility.
18. Prepare fiscal and statistical reports, as required by the District and state and federal agencies as related to this assignment.
19. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
20. Seek and participate in professional development activities throughout the year.
21. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of program administration; student leadership principles; learning centered instructional methodologies; knowledge of related federal and state policies and procedures including California Ed Code, Title V, the Brown Act, and Robert's Rules of Order; budget preparation and control; interpersonal skill using tact, patience and courtesy; oral and written communication skills; laws, policies and regulations dealing with student activities; cultural diversity concerns and issues; team building principles; record-keeping techniques; modern office practices, procedures and equipment.

Ability to: Coordinate and administer diverse programs; prepare and monitor a budget; operate a computer terminal and assigned software; communicate effectively both orally and in writing; prepare comprehensive reports; communicate policies, guidelines, regulations and laws to staff, students and public; prioritize and schedule work; meet schedules and timelines; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records; train and provide work direction to others; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; understand and be sensitive to the diverse backgrounds of community college students; sit and stand for extended periods of time; bend at the waist, kneel or crouch; lift up to 25 pounds.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Director, Student Life

DESIRABLE QUALIFICATIONS:

Two years of professional experience working with the recruitment of students, student activities, student development, and student government or related area.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Indoor and outdoor activities. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility at the Palm Desert Campus, Eastern Valley Center and other district and community sites.

EMPLOYMENT STATUS

Educational Administrator

Leadership IX

Approved 10/2013