

Position Description

Position: Director, Campus Life	Position Number:
Department/Site: Administrative Services	FLSA: Exempt
Reports to/Evaluated by: Director, Administrative Services	Salary Grade: 125

Summary

Reporting to the Director, Administrative Services, the Director of Campus Life will be responsible to coordinate services and programs that contribute to enriching student life through educational and social experiences to promote student participation, equity, and success. The Director will also provide leadership to the residential program utilizing the on-campus residence hall facilities.

Distinguishing Career Features

The Director, Campus Life serves in a specialized leadership capacity over services that are designed to enrich student life and thus, enhance student retention. The Director requires competency at designing, developing, and implementing programs and optimizing student participation.

Essential Duties and Responsibilities

CAMPUS-WIDE RESPONSIBILITIES

- Directs and promotes student activities, events, clubs, and organizations, including those for advocacy. Oversees design and publication of informational materials that present student life and events, such as and not limited to, activity and event calendars, student news, promotional materials, and press releases.
- Conducts needs assessments and works with academic leadership and faculty to identify and provide support services that respond to students' needs and interests. Develops service area goals, action plans, outcomes, and measures of success.
- Designs and implements strategies, programs, services, and activities that enable student participation and success with at-risk, low income, and underserved populations
- Develops service expectations for departmental performance including development of budgets, oversight to student budgets and expenditures, cash handling controls for events and activities, and the training and supervision of student life and leadership staff.
- Conducts education for, and serves as an advocate supporting Title IX, prevention of sexual misconduct, and affirmative consent. Conducts education on student rights and responsibilities. Assists in conducting Title IX and other student investigations.
- Researches and presents emerging programs, processes, and technologies that can be used to enhance levels of service. Stays up-to-date on legislation and represents the District at meetings, conferences, and events. May travel with student groups.

RESIDENTIAL LIFE RESPONSIBILITIES

- Coordinates the work of the residential life staff and participates in their hiring, training, and assignment of duties and responsibilities.
- Interprets, applies and communicates district policies, rules, and regulations for both students and staff.
- Reviews, updates, and recommends changes to policies, rules, informational/promotional materials and fee structures.
- Approves student residence hall applications and payment contracts; signs residence hall license agreements (as appropriate); conducts or coordinates health and safety inspections of residence hall facilities; establishes and maintains manual and computerized record keeping systems for student, budgetary, administrative, maintenance, and other records; coordinates department staff retreats, as authorized.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires professional knowledge of higher education and the role of co-curricular programs in student success and retention. Requires specialization in the principles, practices, trends, and research literature in the area of student leadership and activities. Requires in-depth knowledge of state and federal codes, statutes, and regulations governing community college student development and instructional support services. Requires knowledge of and skill at event planning, promotion, and publicity. Requires knowledge of working with at-risk populations and fostering an inclusive environment. Requires well-developed computer skills to use common office productivity applications and emerging technologies for marketing, communications, and reaching out to student populations. Requires professional language and writing skills to produce reports and correspondence. Requires well-developed human relations skills to guide others to accomplish tasks, for consensus building and conflict resolution, conduct investigations, facilitate small group processes, and engage in formal speaking to large and diverse audiences.

▪ **Abilities**

Requires the ability to accomplish the objectives of the position. Requires the ability to develop and administer a successful student life and leadership development program. Requires the ability to lead, work as part of a management team, to build consensus and collaborative decision and conflict resolution processes. Requires the ability to apply legal precedent and policies consistently and correctly. Requires the ability to teach and train others and to make formal presentations. Requires the ability to interpret rules and policies as a representative of the District and the spirit of its student activities. Requires the ability to supervise, delegate, and evaluate staff and program effectiveness and develop alternative action plans. Requires the ability to manage sources of funding, budgets, and expenditures. Requires the ability to demonstrate sensitivity to and mutual respect of, a diverse population of students, faculty/staff, and community members. May require the ability to have or learn a second language.

- **Physical Abilities**

Requires the ability to perform work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to move about to student activity venues and to travel with student groups. Requires sufficient strength to push/pull/lift communications equipment of medium weight on an occasional basis. Requires sufficient hand/eye and body mobility to demonstrate methods and safe work practices, and retrieve work materials from overhead and floor levels. Requires sufficient visual acuity to observe moving objects and people and read printed materials. Requires auditory ability to speak and hear conversations and to project voice to a large audience.

- **Education and Experience**

The position requires a Bachelor's degree from an accredited college or university in counseling, educational leadership, organizational development or a related field and five years of progressive experience in a supervisory or leadership capacity in higher education. A Master's degree in counseling, educational leadership, organizational development or a related field is preferred and can substitute for some years of experience.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where there is minimal, yet some exposure to accident or injury due to proximity of moving objects.