

College of the Redwoods

Position Description

Position: Student Development Manager	Position Number:
Department: Student Services	FLSA: Exempt
Reports to: Vice President of Student Services	Salary Grade: 126

Summary

Under the direction of the Vice President of Student Services, the Manager of Student Development is responsible for performing activities related to planning, administering, managing, and coordinating the District's Student Development programs including Outreach, Orientation, Evaluations, Advising, and Transfer services. Supervises and evaluates the performance of assigned staff. Supports and promotes a climate of collegiality, innovation and improved service to students. Works with faculty, staff and other managers district-wide to review and implement the District Strategic Plan in coordination with college planning and to promote effective student learning across the District. Assures compliance with State requirements in assigned program areas.

Essential Duties and Responsibilities

- In support of the College Mission, this position puts student success first by ensuring that student learning, advancement and access are pivotal in all that is done.
- Assumes leadership and responsibility for evaluation and development of assigned staff.
- Assumes leadership and responsibility for development, maintenance, and staff training on District Transfer Equivalency Services (TES).
- Provides leadership and guidance for Transfer and Articulation info and processes for the District.
- Provides leadership, direction, and supervision for district academic advising, evaluations, evaluation processes, support databases, and staff.
- Plans and executes program review and assessment of student and program learning outcomes in assigned areas. Assesses the effectiveness of these outcomes and implements changes in the areas of responsibility based on results of assessments.
- Provides leadership, vision and direction for assigned programs within a collaborative, inclusive and participatory decision-making environment.
- Promotes staff development and supports a climate which fosters innovation and excellence.
- Supports a climate which promotes cultural competence and mutual respect.
- Promotes a collegial atmosphere within Student Services and throughout the District.
- Performs other duties as assigned.

Qualifications

Knowledge and Skills

- The philosophy and mission of the California community college and the role played by student services in fulfilling that mission
- Student and program learning outcomes and assessment of those outcomes for systematic and continuous quality improvement
- Effective management and leadership principles
- Sensitivity to cultural diversity, persons with disabilities, and the varied socioeconomic backgrounds of those the District serves
- Applicable federal, state and local codes, laws and regulations
- Principles of managing, training and supervising staff and faculty
- Interpreting complex data and information
- Articulation, academic advising, academic evaluations in CCC system.

Abilities

- Maintain effective working relationships with students, faculty, administrators, staff, and the public
- Create an environment conducive to the development of instructional and service innovations
- Demonstrate commitment to participatory approaches to governance
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving
- Model and promote a positive, learning-centered philosophy and student-focused attitude toward service delivery
- Contribute positively to the student development leadership team
- Interpret, apply and comply with regulatory requirements
- Direct, coordinate and evaluate the work of others
- Develop and manage budgets
- Direct, organize, coordinate, and administer a variety of programs related to counseling and student development
- Communicate effectively, both orally and in writing
- Establish and maintain good community relations and deliver effective public presentation

Physical Abilities

Requires light walking and standing and lifting of light weight materials (less than 20 pounds). Requires sufficient arm, hand, and finger dexterity to operate a personal computer keyboard, typewriter, and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Education and Experience

Master's degree or equivalent from an accredited college or university and demonstrated successful progressively responsible experience in a student development area.
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Licenses and Certificates

Valid CA Drivers license.
