

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF STUDENT DEVELOPMENT

BASIC FUNCTION:

Under the administrative leadership and direction of the Dean of Student Activities and Health Services, develop, plan, manage, organize, and implement the District's comprehensive student activities, student government, student leadership, and service learning programs on the Main Campus and at off-site centers; and supervise assigned academic and classified staff.

REPRESENTATIVE DUTIES:

Develop, plan, manage, organize, and implement the District's comprehensive student activities, student government, student leadership, and service learning programs to promote multi-cultural and social activities and leadership opportunities for students. *E*

Manage and participate in the development and implementation of goals, objectives, and activities for assigned programs; develop and conduct student analyses to identify needs for new programs and services and evaluate the effectiveness of current programs. *E*

Design and implement District-wide leadership programs, including those at off-campus sites, that develop student leaders throughout the institution; promote student participation in the shared governance process; oversee student leadership courses. *E*

Research, write, and implement the curriculum series for the Certificate in leadership and service; coordinate with and oversee faculty teaching the series. *E*

Supervise student government activities; assist student groups in planning, organizing, and implementing special events, activities, and/or publications; authorize contracts with performers, travel groups, and other vendors. *E*

Provide information to students, faculty, administrators, and community partners regarding available service learning activities and resources; prepare and conduct training and presentations for the promotion and enhancement of the service learning programs. *E*

Advise, train, counsel, and supervise a diverse group of student leaders; authorize and supervise student travel. *E*

Serve as advisor to the Associated Students Organization (ASO); advise and supervise the development, review, and enforcement of Associated Students documents including constitution, election code, by-laws, and house rules. *E*

Prepare and administer Associated Students Organization budget including activities, club, and supplies accounts. *E*

Coordinate the development and implementation of operating policies and procedures for the Student Center. *E*

Coordinate and facilitate service learning and student leadership classes for student government officers, club officers, student ambassadors, and service learning students. *E*

Develop, coordinate, and facilitate personal and leadership development workshops, retreats, and credit courses for service learning students, student leaders, and members of recognized student organizations. *E*

Develop and review student organization advisor and student handbooks; provide on-going in-service activities for club advisors and students. *E*

Director of Student Development - Continued

Develop procedures for student clubs and organizations to monitor fundraising activities. *E*

Coordinate Student Activities identification card processing and production. *E*

Develop and implement policies and procedures for regulating free speech and distribution of literature areas on campus. *E*

Conduct a variety of surveys, investigations, and operational studies; prepare a variety of statistical and narrative records and reports related to assigned student services activities for informational and planning purposes. *E*

Maintain a working knowledge of all academic programs and student services at the college including pertinent Board policies, Education Code, and related rules and regulations. *E*

Plan, direct, coordinate, and review the work plan for staff providing student activities and service learning program services and activities; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. *E*

Participate in the selection of new student development program personnel; train, motivate, and evaluate assigned classified and academic personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. *E*

Serve as a liaison to and coordinate with other campus departments and District off-campus centers to promote student development programs and to disseminate information. *E*

Represent the District to outside educational institutions and community organizations; conduct meetings and serve on committees. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of a comprehensive student activities and service learning program.

Direction and goals of community college student activities and leadership programs.

Needs and interests of culturally diverse groups of student leaders and organizations.

Principles and practices of curriculum and course development.

Principles and practices of program development, administration, and review.

Pertinent Federal, State, and local student services program regulations, guidelines, laws, policies, and procedures including those related to service learning and student travel, supervision and funding authorization.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Methods and techniques of research, analysis, and decision making.

Principles and procedures of statistical record keeping and report preparation.

Modern office procedures, methods, and equipment including computers and applicable software.

English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Motivational strategies, interpersonal conflict intervention and resolution, and goal setting principles and practices.

Oral and written communication skills.

Public relations principles and techniques.

Director of Student Development - Continued

ABILITY TO:

Manage, direct, and provide effective leadership for a comprehensive student activities and service learning program.

Develop and administer program goals, objectives, and procedures.

Coordinate, develop, and implement services and activities to retain and assist students.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise administrative and financial reports.

Prepare and administer an operational budget.

Interpret and apply applicable Federal, State, and District policies, laws, and regulations.

Conduct meetings and serve on committees.

Prepare and deliver oral presentations.

Provide accurate information to students regarding College programs and services.

Work independently with minimal supervision, meeting schedules and time lines.

Work confidentially with discretion.

Work successfully with District faculty, administrators, and staff as well as students.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

HAZARDS:

Contact with dissatisfied or abusive individuals.

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Johnson & Associates

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