

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Director, Student Development & Activities

Department: Student Affairs

Location: San Jose City College

Date: May 15, 2013

POSITION PURPOSE

Reporting to the Vice President of Student Affairs, the Director of Student Development & Activities will plan, organize, direct and evaluate the college student government, and student activities programs, Job Placement Center, and Service Learning Program. Coordinates outreach/inreach activities (collaborating with CTE, academic programs, and Financial Aid), and administers student discipline and grievance process.

NATURE AND SCOPE

The Director of Student Development & Activities is responsible for providing oversight for college student government and student activities programs to provide, in conjunction with the Associated Students (A.S.) activities and events which inform, educate and entertain the diverse population served. In addition, this position supervises utilization of the Student Center. The Director is also responsible for oversight of the Job Placement Center, Service Learning Program, College Outreach/Inreach, the student discipline process, fiscal management and oversight of the A.S. and Student Life. The position requires a flexible schedule with evening and weekend hours.

KEY DUTIES and RESPONSIBILITIES

1. Supervise, train and evaluate staff and student ambassadors.
2. Provide and demonstrate leadership, guidance and mentorship for the student government organization and student clubs and their academic advisors. Service as A.S. Advisor.
3. Develop and implement long and short-term plans and activities; develop calendars and coordinate event schedules.
4. Investigate and resolve grievance complaints in accordance to District Behavioral Standards & Consequences. Notify the complainant of findings and advise on appeal process in accordance to District policy. Refer major grievance and discipline issues to the Vice President, Student Affairs.
5. Develop, organize, coordinate and oversee major cultural, educational and social programs for students.
6. Supervise the Welcome/Information Center and Student ID Card station.
7. Supervise the utilization of the Student Center to ensure compliance with established rules and policies of SJECCD and the A.S. constitution and bylaws. Ensure proper setup for meetings and special events organized by the Office of Student Life, A.S., and student clubs. Oversee performance of vendors associated with the Student Center and student organized events.
8. Edit and approve flyers, posters, literature and other materials prepared by student groups and off-campus organizations prior to posting or distribution. Design and write a variety of publicity brochures and flyers. Participate in the development of marketing strategies to promote campus activities and services.

9. Recommend qualified student representatives and encourage greater student participation in shared governance.
10. Prepare, update and distribute, in collaboration with A.S. government, student clubs and organizations, the student planner/handbook.
11. Inform student leadership of legislating and Governing Board issues affecting students.
12. Work with A.S. to develop and administer the budget for clubs, student government, and Student Life; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
13. Informally mediate and resolve issues between students in various groups and organizations and staff members.
14. Assist the A.S. in developing systems to effectively participate within the operations, governance and decision-making processes of the campus and District, which include observing appropriate laws and parliamentary procedure.
15. Assist in the planning, implementing and coordinating of graduation ceremonies, Kindercaminata, Male Summit, Super Saturday, and Welcome Week.
16. Coordinate, as appropriate, with other campus departments and programs as appropriate such as Counseling, Admissions & Records, Athletics, academic disciplines and with the Facilities Committee, local middle schools and high schools, and other community agencies and organizations.
17. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
18. Act as the advisor to the Phi Theta Kappa International Honor Society.
19. Act as the liaison for Food Service contractor and vending machine vendors on campus.
20. Serve on college and district committees as assigned.
21. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Philosophy, objectives and goals of effective student activities programs.
2. Applicable policies, laws, procedures, rules and regulations related to student activities and student governance.
3. Public relations methods and techniques.
4. Problem solving and group leadership to arrive at decisions.
5. Office organization and management.

6. Legal implications of the governance process.
7. Conflict resolution and crisis intervention.
8. Budget preparation and control practices.
9. Principles and practices of administration, supervision and training.

Skills and Abilities to:

1. Plan, organize, coordinate, direct and participate in student activities and student government.
2. Provide guidance and direction to student activities officers and representatives.
3. Supervise and administer program activities and budgets.
4. Supervise and train staff in related job area.
5. Work effectively with individuals and groups of varying backgrounds, interests, goals and needs.
6. Interpret and carry out rules, regulations policies and procedures related to student activities and student government.
7. Make presentations for a variety of groups and effectively represent the program and College.
8. Assemble data and prepare reports, correspondence, manuals, handbooks and publicity materials.
9. Make decisions based on a variety of conditions and adopt effective courses of action.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree from an accredited institution.
3. Two years' experience in student activities or related area working with students and staff.
4. Experience with student discipline process.
5. Experience working with associated student bodies.

DESIRED QUALIFICATIONS:

1. Master's degree or equivalent from an accredited institution.

Working Conditions:

1. Typical office environment.
2. The work week for this position includes Saturdays. Therefore, the schedule will be Tuesdays through Saturdays or some variation.

Approved: 5/14/13
Salary Range: M-23
EEO Category: 2B1 Executive/Administrative/Managerial