

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

Position: Director, Student Development, Engagement & Inclusion

Department: Student Affairs

Location: Evergreen Valley College

Date: May 10, 2023

POSITION PURPOSE

Under the general direction of the Vice President of Student Affairs, the Director of Student Development, Engagement & Inclusion supports student development in a nurturing, holistic, inclusive, and student-centered environment to promote student leadership, engagement, equity, social justice and intercultural support. The position plans, organizes, directs, and evaluates student engagement and diversity services and programs, including the Associated Student Government (ASG), student activities programs, basic needs, LGBTQ+ student programming, diversity programming, and assigned intercultural learning communities and academic support programs. The Director serves as Co-chair of the Diversity Action Council, and ensures compliance with applicable laws, regulations, policies, and procedures connected to funding sources supervised by this position. This position also administers student discipline and grievance process and serves as the campus Deputy Title IX Coordinator.

NATURE AND SCOPE

The Director of Student Development, Engagement & Inclusion is responsible for providing oversight for college student government and student activities programs to provide educate and serve the diverse student population. In addition, this position supervises utilization of the Student Center. The Director is also responsible for oversight of the Basic Needs, assigned diversity and equity initiatives, LGBTQ+ initiatives including Pride Learning Community, intercultural learning communities as assigned, the student discipline process, fiscal management and oversight of the Associated Student and Office of Student Life. The position requires a flexible schedule with evening and weekend hours.

KEY DUTIES and RESPONSIBILITIES

1. Develop, implement and evaluate Student Development, Engagement and Inclusion programs in collaboration with college and district personnel and student government. Work collaboratively on strategic efforts designed to enhance student development and learning environment.
2. Develop, plan, implement and evaluate short- and long-range strategies, goals and objectives in collaboration with college administration and shared governance groups, to include program review, Student Equity Plan, staffing, services and facilities utilization etc.
3. Build, foster and advance student-centered programs, activities, and co-curricular and intercultural opportunities and experiences for students. Develop calendars of events and coordinate event schedules to help foster a sense of belonging for all students.
4. Work with campus and community partners to orchestrate a comprehensive support plan for diverse students, including such programs and initiatives as; Student Equity Plan, UMOJA/AFFIRM, ENLACE, ASPIRE, Basic Needs and LGBTQ+.
5. Collaborate with Research and Planning to use research data to evaluate current retention programs and belonging strategies and to identify areas of need and growth, make informed decisions, and submit timely reports as required.
6. Provide leadership, guidance and mentorship for the Associated Student Government (ASG) organization, student clubs and their academic advisors. Service as ASG Advisor. Recommend qualified student representatives and encourage greater student participation in shared governance.

7. Serve as campus Deputy Title IX Coordinator. Investigate and resolve student grievance complaints in accordance to district polices regulations and Title IX. 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 of Student Affairs or assigned district representative.
8. Informally mediate and resolve issues between students in various groups and organizations and staff members. Oversee student conduct policies, procedures, and hearings.
9. Supervise the utilization of the Student Center to ensure compliance with established rules and policies of the District and the ASG constitution and bylaws. Ensure proper setup for meetings and special events organized by the Office of Student Life, ASG, and student clubs.
10. Ensure marketing and promotion materials prepared by student groups and off-campus organizations comply with established guidelines. Create and publicize a variety of publicity brochures and flyers related to assigned areas. Participate in the development of marketing strategies to promote campus activities and services.
11. Maintain, update and distribute the student handbook. Inform student of related policies affecting students.
12. Work with ASG 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. Assist the ASG 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.
14. Plan and recommend resource allocations that support instructional and student support programs including staffing, technology, facilities and fiscal accountability.
15. Research grant opportunities and prepare proposals in areas of responsibility. Seek additional and alternative funding for programs and activities.
16. Provide timely and accurate preparation, submission and administration of grant reports, MIS and state reporting, including year-end summaries and accomplishments related to assigned programs.
17. Lead in the planning, implementing and coordinating of graduation ceremonies, Leadership Series for disproportionately impacted students, Welcome Week, Heritage events and other student equity events, etc.
18. Act as the liaison for Food Service contractors and vending machine vendors on campus. Oversee performance of vendors associated with the Student Center and student organized events.
19. Supervise and evaluate the performance of assigned faculty and staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
20. 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. Current statewide efforts focused on affordability and basic needs, learning communities and guided pathways at community college level.
4. Diversity, equity, and inclusion best practices and learning strategies to address racism, sexism, homophobia and transphobia, ableism and other oppressions.
5. Equity-minded and high impact instructional and student services strategies.
6. Principles of program evaluation and student assessment.
7. Interpersonal skills using tact, patience and courtesy.
8. Public relations methods and techniques.
9. Office organization and management.
10. Conflict resolution and crisis intervention.
11. Budget preparation and control practices.
12. 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. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision-making.
9. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
10. Assemble data and prepare reports, correspondence, manuals, handbooks and publicity materials.

11. Make decisions based on a variety of conditions and adopt effective courses of action.

Education and Experience:

1. Master's degree from an accredited institution in a discipline related to the assignment.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment; or possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.
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.
6. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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.

Working Conditions:

1. Typical office environment.

Approved: 5/9/2023

Salary Range: M 26

EEO Category: 2B1 Executive/Administrative/Managerial