

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Student Development and Engagement	Range: 16 (AC)	Management Schedule
Date Revised:		Date Approved:	May 11, 2021

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the planning, development, organization, assessment, and direction of all aspects of the Cadena Cultural Center to advance student engagement and success.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provide leadership and administration for the Cadena Cultural Center, including staff supervision, budget management, and the assessment, development and implementation of co-curricular programs and services designed to advance student success.
2.	Provide leadership and administration for intersectionality programming, including but not limited to the Grads To Be Center, LGBTQIA+ Center, Umoja, and targeted support services that foster engagement for affinity student communities.
3.	Collaborate with a wide variety of administrative and academic departments across the college community and district to promote programs which complement the students' academic experience and engagement in high impact practices.
4.	Establish and maintain collaborative relationships with faculty and campus departments as well as faculty and staff associations to ensure culturally intelligent programming.
5.	Train, supervise, evaluate, and direct the work of employees, as assigned; participate in selection and hiring processes.
6.	Plan, organize, and implement appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.
7.	Ensure the design, coordination, continuity, and support of cultural intelligence efforts, such as student forums, event programming, cultural recognition celebrations, heritage month events, and diversity education workshops.
8.	Design and implement the communication, marketing, and promotional efforts that highlight all major program areas and student success outcomes.
9.	Responsible for program evaluation and effectiveness in collaboration with the Office of Institutional Effectiveness.
10.	Direct outreach in reach activities for programs and services in the Cadena Cultural Center in collaboration with Educational Partnerships. Serve as a liaison with community agencies, high schools, universities, and industry to promote program enrollment and effectiveness.
11.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate program operations and activities with other campus programs and services, as appropriate; attend regional and statewide meetings and conferences.
12.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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13.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
14.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
15.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
16.	Perform related duties as assigned.

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**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Student Development and Engagement may participate in the development and administration of supplemental grants related to assigned programs.

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**WORKING RELATIONSHIPS**

The Director, Student Development and Engagement maintains frequent contact with students, representatives and service providers from the community and governmental agencies, and with various District and college staff.

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**EDUCATION AND EXPERIENCE****Minimum Qualifications**

Possession of a Master's degree from a regionally accredited institution and at least one year of formal training, internship, or leadership experience related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

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Knowledge of a shared governance model  
Knowledge of District organization, operations, policies and objectives  
Knowledge of federal and state laws and regulations applicable to Basic Skills programs  
Knowledge of California education code and requirements, including Title 5  
Knowledge of effective diversity, equity, and inclusion principles in higher education  
Knowledge of techniques for student engagement and success  
Knowledge of research project policies, procedures and practices, including data collection and analysis  
Knowledge of principles and practices of training and supervision  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of budget preparation and maintenance  
Knowledge of current trends, technologies and initiatives related to student success  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and timelines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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### **SPECIAL REQUIREMENTS**

A valid California Driver's License

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### **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 3-4 hours); read a variety of printed materials and information on a computer screen for extended periods of time; repetitive use of upper extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects weighing up to twenty-five (25) pounds.

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