

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Student Activities	Range: 11 (CL)	Management Schedule
Date Revised:	8/25/2015	Date Approved:	
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Dean, Student Support Services or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the planning, development, organization and direction of all aspects of a comprehensive student activities program of a community college, including Associated Students (AS).

ESSENTIAL FUNCTIONS

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

1.	Plans, organizes, coordinates and directs the operations of the student activities program, including all student clubs and organizations; develops and implements appropriate methods and procedures to provide effective and successful social, cultural and instructional activities for students.
2.	Serves as technical advisor to the Associated Students; provides leadership and guidance to the student governance process including parliamentary procedure, committee appointments, the constitution and by-laws, and AS goal development and communications.
3.	Oversees AS, Inter-Club Council and student clubs as they develop their activities and programs. Helps promote the social, cultural and instructional development of students through such activities. Recruits, oversees and assists faculty advisors of AS, clubs and co-curricular activities and facilitates collaboration with other campus stakeholders to enhance co-curricular opportunities for students. Monitors student eligibility for co-curricular activities and participation in College committees.
4.	Develops, directs and evaluates program activities and operations; compiles and analyzes data related to program participation and evaluation; develops organizational structures and work processes that facilitate attainment of established program goals and objectives.
5.	Chairs major campus events and committees that require campus-wide collaboration, including Commencement, Teacher of the Year, and Men and Women of Distinction.
6.	Oversees a variety of services such as student identification card procedures and all student publicity and posting of materials in accordance with the policies of the Board of Trustees.
7.	Manages the operations of the Student Activities Office, including schedules, classified and hourly staff, supervises and ensures maintenance of student services building public areas, such as the student lounge, television room, game room and conference room; and ensures timely posting of pertinent information on student bulletin boards.
8.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes; delegates and reviews assignments and projects; evaluates work products and results; establishes and monitors timelines and prioritizes work.
9.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.

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10.	Collaborates with colleagues and students to develop, coordinate and implement special activities and events for students, such as orientation, District student trustee election, scholarship awards, commencement and selection of student commencement speaker(s).
11.	Develops and prepares the annual preliminary budgets for assigned programs including the annual student body budget for Student Life equipment, supplies and personnel; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities; prepares recommendations and justifications regarding budget requests; coordinates with AS and faculty advisors to ensure expenditures are authorized according to District policies and applicable regulations.
12.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Prepares and submits a variety of statistical and narrative reports such as program reviews, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinates and responds to periodic audits.
14.	Conducts workshops and/or trainings for student leaders, students, potential students, parents, counselors, colleagues and community members to provide specialized information regarding student life, College budgeting, stewardship, professional communication, ethics, program planning and related student services; develops and directs the distribution of brochures, flyers and other materials to publicize student development opportunities.
15.	Maintains communication and works cooperatively with District and college personnel, representatives of state and federal agencies, educational institutions, and social service organizations to ensure successful programs, services, activities, events and experiences that demonstrate sensitivity to and understanding of diversity.
16.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
17.	Performs related duties as assigned.

WORKING RELATIONSHIPS

The Director, Student Activities maintains frequent contact with students, faculty, staff, management, the community, and various departments.

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EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from an accredited institution, preferably with major course work in human behavior, education, counseling, student personnel services, recreation or closely related field.

Three (3) years of experience in teaching, counseling, research, student development, student services, recreation or other directly related work experience in organizing and coordinating large-scale student activities, including experience in a lead or supervisory capacity.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Desirable Qualifications

Master's degree from an accredited institution, preferably with major course work in human behavior, education, counseling, student personnel services, recreation or closely related field.

Experience in an institution of higher education, preferably at a community college.

Effective written and oral communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of democratic leadership principles as applied to student governance.

Knowledge of District policies, state and federal laws and regulations concerning student government and other student organization and activities on a community college campus, including the California Brown Act.

Knowledge of principles and practices of training and supervision.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Knowledge of conflict resolution skills.

Knowledge of effective business letter writing, report preparation, financial recordkeeping.

Knowledge of leadership, counseling, modeling and communication skills.

Knowledge of marketing and public relations.

Knowledge of the needs and interests of community college students.

Knowledge of the operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Knowledge of principles and procedures of community college student life programs and services.

Knowledge of Robert's Rules of Order and Title IX regulations and requirements.

Ability to counsel and advise students effectively.

Ability to develop, implement and evaluate the delivery of social, cultural and instructional support programs, operations, services and activities for students.

Ability to plan, organize, coordinate and direct a comprehensive student life program for a community college, and large and small student functions and events.

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Ability to instruct student leaders in the use of parliamentary procedures and the California Brown Act.
Ability to empower and mentor student leaders.
Ability to maintain current knowledge of student life activities, events and programs.
Ability to engage students through social media.
Ability to maintain the security of confidential materials.
Ability to interpret, apply and explain laws, regulations, policies and procedures.
Ability to assess, analyze, implement and evaluate data and project activities.
Ability to analyze situations accurately and adopt an effective course of action.
Ability to plan, organize, coordinate, manage and expedite projects related to assignment.
Ability to develop, prepare and administer project budgets.
Ability to operate a computer, printer, calculator, copier, facsimile machine and related equipment.
Ability to meet schedules and time lines.
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.

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations to attend meetings and conduct work; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds.