PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Director, Student Affairs

Department: Student Affairs  
Staff Category: Administrative Association (Educational Administrator)  
FLSA Status: Exempt  
Salary Range: 67  
Supervision Received From: Assistant Superintendent/Vice President of Student Services  
Original Date: July, 2012  
Supervision Given: Supervisory and Classified Staff in Student Affairs  
Last Revision: July, 2012

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for planning, organizing, and directing a variety of student activities and services including student conduct, student grievances, student government, and the commencement program; facilitates communications between students and College administration and supervises and evaluates the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS.

The Director, Student Affairs is distinguished from other student services directors by its responsibility for providing leadership and direction to the Student Affairs and for administering student discipline and grievances.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.  Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Plans, organizes, implements, and administers Student Affairs through subordinate staff.

3. Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective, and customer-responsive performance.

4. Provides second- or third-level investigations and responses to grievances.

5. Enforces the Student Code of Conduct and ensures due process to students.
6. Plans, organizes, coordinates and directs the College’s student activities program; establishes goals and objectives; evaluates, modifies and implements program activities in accordance with the College’s policies and mission.

7. Develops, coordinates, oversees, directs, and promotes a wide variety of campus activities; assists students with budget development; approves expenditures in accordance with established fiscal policies; coordinates programs required by law.

8. Provides technical expertise to student groups in developing leadership skills, budgeting techniques, and organizational abilities; works with students and staff committees in planning and implementing co-curricular programs.

9. Serves as an advisor and resource person for diverse organizations, projects, committees and other groups; coordinates and oversees activities.

10. Supervises and attends a variety of student activities and events; schedules and arranges for transportation, security, custodial services, ticket-takers, equipment, and/or other applicable items as required.

11. Coordinates and schedules the activities and campus events of student clubs and organizations; provides for proper faculty sponsorship and involvement with student clubs and other organizations.

12. Plans, organizes, coordinates, and directs the college commencement ceremony, including coordinating activities with applicable campus departments.

13. Communicates with a wide variety of campus and District administrators and personnel, as well as community organizations, in order to resolve problems and exchange information associated with assigned areas of responsibility; represents students’ points of view on campus issues and concerns.

14. Supervises and participates in the preparation and maintenance of a variety of records, files, and reports related to programs and budgets.

15. Provide technical assistance to campus clubs, organizations, and government in developing and designing news promotional materials for campus events and activities.

16. Prepares, screens, and directs the distribution of a variety of written materials such as student bulletins, newsletters, flyers, brochures and orientation materials.

17. Develops and maintains department budget, including tracking revenue and expenditures, ensuring compliance with established budget constraints and College policies, procedures, and protocols.

18. Directs and participates in strategic and long-range student affairs and student services planning.

19. Facilitates emergency and disaster procedures

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.
QUALIFICATIONS.

Knowledge of:
1. Managerial principles and practices.
2. Student policies, procedures, and programs.
3. Financial and statistical record keeping techniques.
4. Budgeting principles and practices.
5. Oral and written communication skills.
6. Event planning, promotion, and publicity techniques.
7. Conflict resolution techniques.
8. Applicable sections of the California Education Code and other applicable Federal, State, and local codes, laws, and regulations.
9. College policies and procedures related to vendors on campus.
10. Public relations principles, including the use of tact, patience, and courtesy.
11. District organization, operations, policies, and objectives.

Skill in:
1. Supervising, training and directing the work of others.
2. Providing leadership, support, and assistance to student clubs and organizations on campus.
3. Working with a variety of students, staff, and community members from diverse and multicultural backgrounds while promoting access and equity.
4. Utilizing a computer and related software applications.
5. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
6. Establishing and maintaining effective working relationships with those contacted in the course of work.
7. Developing and maintaining department budget.
8. Interpreting complex data and information.
9. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
10. Communicating clearly and concisely, both orally and in writing.
11. Mediating difficult and/or hostile situations.
12. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
13. Developing and analyzing budgets.
14. Organizing, coordinating, and implementing a variety of student-related programs, events, and activities at a community college.
15. Directing student government activities.
17. Overseeing and evaluating the work of vendors and/or contracted organizations.
Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible management/administrative experience in higher education.

Education/Training:

Master’s degree in a related field.

License and/or Certificate:

Possession of a valid California driver’s license; CPR and first aid certifications. Emergency response and disaster training is required.

WORKING CONDITIONS.

Environmental Conditions:

Office and outdoor environments including frequent visits to other District sites and classrooms. Occasional lifting and/or pulling of up to 50 pounds.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.