Note: This was reclassified to a Director position.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
College of the Canyons
JOB DESCRIPTION

Assistant Director - Student Development and Campus Activities

OVERALL RESPONSIBILITIES:

Under the direction of the Dean, Student Development and Retention, this position performs a wide variety of management duties related to assisting the Dean with the planning and management of student development programs and services, and campus activities. Supervises assigned student success and persistence programs and services. Acts as the Lead Advisor to the Associated Student Government. Coordinates special district and community projects.

ESSENTIAL DUTIES:

Supervises and provides leadership, including budget development and oversight, program review, and policy development, for Student Development programs related to retention, persistence, and success of students.

Analyzes and develops programs, policies, procedures, and forms related to Student Development in conjunction with the Dean, Student Development & Retention, and when approved, implements same.

Hires, supervises, trains, evaluates, and provides leadership for assigned classified, adult hourly and student personnel.

Supervises assigned day to day operations of the Office of Student Development. As directed, may plan facilities usage for areas of assignment.

Plans, develops policy for and evaluates success of assigned programs.

Plans and administers budgets for areas of responsibility. Monitors and authorizes expenditures in accordance with established guidelines

Contributes to development of external sources of funding for programs related to retention, persistence, and student success.

Conducts target population research as assigned.

Supervises commencement and other student recognition programs.

Works cooperatively with the Dean, Student Development and Retention on Student Development’s role in enrollment management.

Serves as senior advisor for the Associated Student Government. Acts as the liaison between student government and the administration, board of trustees, and community. Provides overall direction, and manages the budget, for student government in conjunction with Dean, Student Development & Retention.

Manages the Benefits Check-Off process for student support fee collection and oversees the refund process each term utilizing the College’s computer operating system and various software programs. Interacts with appropriate college staff and adheres to established College deadlines to manage this
process.
Provides leadership and vision for promoting, marketing, and enhancing ASG Benefits Program.
Attends student conferences and retreats and is responsible for supervising students in attendance and ensuring all necessary paperwork as it relates to student travel is completed.
Manages the operations of the ASG Computer Lab/Study Lounge and ensures staff coverage for hours of operation. Supervises the hiring, firing, training and evaluation of staff overseeing the Lab.
As directed, may research enhancements of automated systems related to departmental services and provide input to long-range software planning decisions.
Supervises classified staff responsible for assisting with ASG programs, services and benefits including community discount and ASG Daily Vendor programs coordinated through Student Development; interacts with vendors and approves all necessary paperwork.
Participates in the screening and recommendation of applicants for positions in areas of responsibility.
Plans and facilitates leadership training for students; promotes student awareness and participation in the shared governance process.
Serves on district committees that represent students’ interests including those for Food Services and Bookstore. Serves on college and/or community committees as required or assigned.
Takes part in planning and execution of Student Development celebratory and professional development activities.
Participates in Student Development input for college publications including the catalog and schedule of classes.

QUALIFICATIONS:

Experience:
Three years of experience in community colleges, high schools, universities, community agencies or similar work involving programs and activities to assist the public. Experience working with student or group activities and leadership training; knowledge of event planning, coordination and facilitation; and experience working with community groups and organizations required.

Education:
Bachelor’s degree from any accredited college or university. Master’s degree desirable.

Ability to:
- Independently perform high-level decision work involving professional judgment in the interpretation and application of policy and procedures;
- Work extended weekday hours and weekends to meet program goals and objectives;
- Work effectively with students, staff and the community;
- Provide leadership training to students, staff and community members;
- Provide customer service in a positive and friendly manner;
- Type with accuracy and speed using word processing, spreadsheets, database management and other computer software programs;
- Perform duties working independently with speed and accuracy;
• Work effectively and demonstrate current knowledge of computers and other forms of advanced technology;
• Maintain confidentiality of office and student records;
• Establish and maintain files related to assigned programs and activities;
• Work effectively and maintain cooperative working relationships with students, staff and the community using tact and patience;
• Organize, coordinate and implement a variety of student related programs and services at a community college;
• Read, interpret, apply and explain rules, regulations, policies and procedures;
• Communicate effectively in oral and written form;
• Understand and carry out oral and written directions;
• Understand other College functions and help students to work effectively with these functions;
• Role model appropriate action and behavior while working with, and in the presence of students;
• Serve as liaison between the department, other college departments and the community; and
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Physical Characteristics:
Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching, bending and stooping; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed materials and computer monitor.

COMPENSATION:
This contract Classified Administrator position is exempt from overtime and compensatory time accumulation. Continuation of position subject to continued availability of ASG funding.