

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF STUDENT DEVELOPMENT

BASIC FUNCTION:

Under the direction of the assigned Dean, manage, plan, organize and direct the Student Development Office which complements the academic program of the College and contributes to positive student growth and development.

REPRESENTATIVE DUTIES:

Manage, plan, organize, and direct the day-to-day operations and personnel assigned to the Student Development Office.

Serve as advisor to the Associated Students Organization, Inter-Club Council, campus clubs and organizations, activities committees, and other student groups and organizations. Travel in the role of a chaperone is required.

Develop methods to encourage student participation in student activities programs.

Prepare student development and discipline handbooks, guides and brochures.

Participate on College committees, work groups, and campus-wide initiatives.

Draft, submit, assess, and revise College documentation that includes, but is not limited to, Accreditation, Program Plans, Program Reviews, and Service Area Outcomes.

Direct the preparation, maintenance, and on-time submission of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; and complete surveys and reports as required by federal, state, and institutional policies.

Develop and monitor the annual budget for the Student Development Office, Associated Students Organization, and Inter-Club Council; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policies, procedures, and regulations; and assure proper utilization of funds.

Collaborate and work in partnership with colleagues on and off-campus to resolve issues, address conflicts, and exchange information.

Oversee the student disciplinary process. Meet and communicate with students and colleagues to address and respond to complaints and concerns regarding student discipline.

Attend and participate in meetings as assigned including staff, division, area, and College functions.

Responsible for supervision of the student activity center.

Interpret, update, and enforce District regulations, policies, and procedures related to students, student clubs and organizations, advertisement and free speech on-campus.

Coordinate college photo identification process.
Plan coordinate, and execute the annual Commencement exercises for the College.
Maintain currency in the field through professional development activities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The principles of organization, administration, management and budgeting
The principles of student leadership and development
Mediation and conciliation techniques
Student services or related field
State and federal laws related to campus safety and student discipline

ABILITY TO:

Plan, organize and direct student activities and services
Communicate with others effectively
Work closely with students, staff, faculty and administration

EDUCATION AND EXPERIENCE:

Requires a Bachelor's degree (Master's degree desirable) and three years experience in the area of student affairs/activities at an institution of higher education or related experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Required to travel to offsite locations periodically.
Move from one work area to another.
Hand, wrist, finger dexterity to operate various office machines.
Work with a multicultural, diverse environment.
Lift up to 25 pounds.

Administrator Salary Range 11
Revised and Board Approved: December 15, 2014