



## **JOB TITLE: DIRECTOR OF STUDENT DEVELOPMENT**

Classification: Classified Administrator  
Salary Range: 11

Retirement Type: PERS\*  
Revised/Board Approved: December 15, 2014

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### **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.

**JOB QUALIFICATIONS:**

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.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

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

Abilities/Skills:

Plan, organize and direct student activities and services

Communicate with others effectively

Work closely with students, staff, faculty and administration

Licenses or Other Requirements:

Valid California driver's license

**WORKING CONDITIONS:**

Must be able to adapt to changing situations.

Work under pressure.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.