



DIRECTOR, CAMPUS LIFE

DEPARTMENT: Student Affairs and Activities

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - G](#)

POSITION PURPOSE:

Under the direction of the Dean, Student Affairs and Activities, direct the Campus Life program including the development of social, cultural, recreational, and governance programs that expand involvement within the campus community and promote exposure to various cultures, experiences, ideas, issues, and life styles; and to serve as the advisor for the Associated Students of Foothill College (ASFC) and work closely with faculty advisors and clubs. The position includes responsibility for leadership development training, activity programming; student organization coordination; coordination of commencement and new student orientation sessions.

NATURE and SCOPE:

This position plays a leadership role in developing a comprehensive student activities program and supervising the Associated Students of Foothill College. Additionally, the Director, Campus Life coordinates and implements the new student and parent's orientations; plans and produces the annual commencement exercises and develops and monitors departmental and student government budgets.

The director is also responsible to implement an extensive leadership program for the Associated Students to prepare and support them in their shared governance roles at the college.

The Director will oversee and supervise the Student Activities Specialist and the Office Coordinator.

KEY DUTIES and RESPONSIBILITIES:

1. Develop and direct the campus Student Activities program.
2. Develop and conduct studies and analyses to identify needs for new programs and services and evaluate the effectiveness of current programs. Propose and implement new programs and program changes.
3. Develop and monitor department budgets; manage student group budgets; ensure expenditures fall within State Education Code requirements; authorize expenditures.
4. Advise, train and supervise a diverse group of student leaders; authorize and supervise student travel.
5. Authorize contracts with performers, travel groups and other vendors.
6. Advise and supervise the development, review and enforcement of Associated Students documents, including the constitution, election code and policies and procedures.
7. Develop, coordinate and facilitate personal and leadership development workshops and retreats for student leaders and members of recognized student organizations.
8. Plan and produce annual commencement exercises; serve as chairperson for campus commencement committee.
9. Develop, review and update student organization advisor and student handbooks.
10. Advise, supervise and guide faculty and staff advisors of recognized student organizations.

11. Refer students to community organizations and social service agencies for assistance as appropriate.
12. Prepare statistical records and reports related to assigned student services areas; gather and analyze program data; make recommendations and implement approved changes.
13. Attend meetings, workshops and conferences; represent the campus and promote college enrollment.
14. Select, train and supervise student staff and student workers.
15. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Direction and goals of a community college student activities and leadership program.
2. Policy and procedure development.
3. Motivational strategies, interpersonal conflict intervention and resolution and goal setting.
4. Laws, policies, and procedures relating to student travel, supervision and funding authorization.
5. Needs and interests of culturally diverse groups of student leaders and organizations.
6. Interviewing techniques.
7. Methods and practices of recordkeeping and report preparation.
8. Principles of training and providing work direction to others.
9. Oral and written communication skills.
10. Correct English usage, grammar, spelling, punctuation and vocabulary.
11. Applicable sections of State Education Code and other applicable laws.
12. District organization, operations, policies and objectives.
13. Interpersonal skills using tact, patience and courtesy.
14. Budget preparation and control.
15. Methods and techniques of developing and implementing student programs, services and activities.
16. Regulations, principles, and practices of effective student government and student activities.
17. Methods and techniques of leadership, management, organization and supervision.
18. Methods and techniques of negotiation, mediation, and conflict resolution.
19. Principles and practices of budget preparation and administration.
20. Event planning.
21. Computers and software applications that support student services functions.
22. Applicable state and federal laws and District policies, procedures, and current educational and student support services.

Skills and Abilities:

1. Manage a collegiate student activity program in an effective, competent and economical manner; direct the activities of and provide leadership for assigned program and services.
2. Develop and monitor an operational budget.
3. Plan, implement, coordinate and evaluate program activities; continuously review services and implement modifications as needed.
4. Collaborate with other administrators, college staff, community and professional groups, and all segments of the student body.
5. Represent the college in meetings with community groups and committees and maintain effective contact with representatives of business, industry and government.
6. Manage and effectively resolve issues, complaints and conflicts.
7. Make presentations to a variety of constituency groups.
8. Coordinate multiple project activities and tasks.
9. Communicate effectively, orally and in writing.
10. Compile and analyze data and prepare reports.
11. Work a flexible schedule including evenings and weekends.

12. Work with the diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and abilities of students and staff.
13. Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and abilities of community college students, staff, and the general public.

Education and Experience:

1. Master's degree in education, psychology, business administration, guidance counseling, sociology, or reasonably related field;
2. One year (1) of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications:

1. Two (2) years supervisory experience working in an educational setting
2. Previous supervisory and budgetary experience.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: June 2014

Ed Code: H-11

Creditable Service: PERS