



Position Title:	Director of Student Life	Job Code:	0124
Reports To:	Dean, Student Services	Job Group:	PEC
Department:	Student Life	Salary Grade:	16
Prepared By/Date:	Jennifer C. Brito/05-13-2009	FLSA Status:	Exempt
Approved By/Date:	Student Services Deans/04-19-2011		
Revised:	Donna French/04-12-2011		

Summary:

This position is responsible for the overall operation and management of the Student Life Department.

Essential Duties and Responsibilities:

- Provides leadership for student organization on issues; such as, establishing new groups, developing programs, travel, and organizational problem solving
- Supports and expands collaboration with groups and organizations in the community
- Provides leadership for the development and implementation of marketing and promotional items
- Ensures the creation and ongoing review of materials describing Student Life policies, procedures, and programs, including campus handbooks, newsletters, and manuals
- Guides and mentors the student government organization, student clubs, and their academic advisors
- Establishes strategic goals and strategies that support student development within the context of higher education
- Implements instructional programs
- Maintains various computer based systems for activity tracking and assessment
- Collaborates with other campus programs including recruitment, advisement, and career services
- Hires, supervises, and evaluates department personnel
- Prepares and maintains Student Life budget
- Maintains the Smart Card-ID system
- Serves on Campus and College committees
- Coordinates graduation activities, room reservations and Campus-wide posting approvals
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent supervisory, leadership, and problem solving skills
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility
- Excellent organizational and communication skills (both verbal and written)
- Ability to effectively present information to groups of managers, clients, customers, and the general public
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes
- Ability to work and travel based on a flexible schedule to include days, evenings, and

- weekends
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Education, Psychology or other related field with seven (7) years related experience; or Master's degree and three (3) years related experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name