



Position Title:	Program Leader	Job Code:	0709
Reports To:	Director	Job Group:	PENC
Department:	Student Life	Salary Grade:	12
Prepared By/Date:	Patricia Tejada/07-08-2009	FLSA Status:	Exempt
Approved By/Date:	Antonio Delgado/07-08-2009		
Revised:	Jennifer C. Brito/07-29-2009		

Summary:

The Program Leader of Student Life serves as the Student Government Association Advisor and develops, implements, and supports Student Life program that help students achieve academic success and enhance their personal and educational development.

Essential Duties and Responsibilities:

- Attends all official meetings of the Student Government Association (SGA) and related conferences, retreats and events as appropriate
- Travel in evening hours and/or weekends
- Advises and coordinates activities of the SGA that are part of the Government's official function on campus
- Assists the SGA members with planning and operation of SGA
- Supervises Student Life staff in the absence of the Student Life Director
- Assists with operation of the MDC card program and distribution of student parking decals
- Assists with general operation of the Student Life department, supporting day, evening and/or weekend activities
- Prepares reports regarding SGA events
- Processes payroll time and attendance for the Student Life Department
- Processes financial transactions such as disbursement request and departmental requisitions
- Serves on Campus and College committees as appointed
- Perform other related duties as assigned

Knowledge, Skills and Abilities:

- Excellent supervisory, leadership, organizational, and problem solving skills
- Excellent interpersonal and communication skills (both verbal and written)
- Ability to work in a multi-cultural, multi-ethnic environment
- Ability to promote and maintain effective working relationships
- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Excellent organizational skills and the ability to work effectively with other departments and external contractors and vendors

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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

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 with three (3) years experience in a college environment, preferably in a student services function

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name