



Santa Rosa Junior College

TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Student Affairs and New Student Programs	Management Team Educational Administrator	Range: 13.5 Days: 224

JOB DESCRIPTION:

Under direction, Director, Student Affairs and New Student Programs has administrative responsibility for development and supervision of, extra-curricular and co-curricular programs of Student Affairs. The Director is also responsible for the supervision and management of the Office of Schools Relations, Adult Reentry Services and Student Affairs. In conjunction with the Counseling Department, the Director coordinates the "Freshmen Year Experience" program as well as the outreach and orientation activities of the District. Additionally, the Director, develops, monitors and manages the budgets of each program, supervises and evaluates classified and student staff and serves as the ombudsperson for the student grievance process. The Director, Student Affairs and New Student Programs serves as the Certificated Advisor to the Student Government Association, supervises staff in the department and is responsible for student government budget development and monitoring.

SCOPE:

The Director, Student Affairs and New Student Programs exercises independent judgment in the supervision and management of the Student Affairs program, the Office of Schools Relations, Adult Reentry Services and the programs and functions of the Associated Students. The Freshman Year Experience program, Orientation programs and Leadership Studies are also under the supervision and guidance of the Director. The nature of these responsibilities require the Director to develop and maintain positive working relationships with the other managers within the Student Services Component as well as the Academic Deans responsible for the various departments working collaboratively with the Office of Schools Relations and the Freshman Year Experience. The Director interprets and communicates with others regarding District, state, and Federal policies and procedures in the areas of student government campus events, and student activities programs. The Director also manages the scheduling and determines the appropriate usage of program facilities under Student Services at the Santa Rosa and Petaluma campuses.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Assists the Dean, Counseling and Support Services in the management and supervision of staff and programs within the Dean's area of responsibility.
2. Provides direct supervision of classified staff and managers in the absence of the Dean, Counseling and Support Services.
3. Provides daily supervision and direction of managers and classified staff in the Office of Schools Relations, Adult Reentry Services and Student Affairs.
4. Evaluates all programs under her/his supervision and recommends programmatic goals and objectives to the Dean of Counseling and Support Services.

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5. Maintains appropriate statistical reports, surveys and other records to assess accomplishments, student learning outcomes, and departmental needs.
6. Develops, approves and monitors the budget and budgeting process in the areas under her/his supervision.
7. Serves as the Certificated Advisor to the Associated Students, the Student Senate, and the Inter-Club Council at the Santa Rosa Campus and the Petaluma Campus.
8. Directs and supervises the financial operations and the services provided by the Student Affairs Office.
9. Coordinates and implements the Freshman Year Experience Program with the Counseling Department and other participating academic departments.
10. Coordinates and implements the Student Orientation Program with the Counseling Department.
11. Plans, implements and evaluates the coordination of the Student Services outreach and recruitment efforts on behalf of the District.
12. Communicates and maintains positive working relationships with personnel from local service area high schools.
13. Develops curriculum and conducts the Leadership Studies Program.
14. Acts as the ombudsperson for the student grievance process.
15. Assists in the development of technology related to the delivery of services to students.
16. Participates in the design, scheduling and usage of facilities under the control of Student Services.
17. Serves on standing and ad hoc committees as assigned.
18. Performs other functions as assigned by the Dean of Counseling and Support Services.

KNOWLEDGE OF:

1. Learning theory and student characteristics.
2. Philosophy and objectives of the community college; and principles of individual and student group development theory and applications.
3. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
4. Budget processes.
5. Legal and regulatory climate in California community colleges.
6. Principles and practices of event and risk management, principles of student discipline, legal aspects of higher education, team development strategies, good communication techniques, computers, modern office equipment management and other related educational technology.

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ABILITY TO:

1. Plan, direct and supervise a wide variety of programs including supervision of staff.
2. Exercise independent judgment.
3. Communicate clearly, both orally and in writing.
4. Demonstrate sensitivity to, and respect for, a diverse population.
5. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
6. Advocate for the District's programs services.
7. Apply good management techniques.
8. Learn, interpret and implement specific sections of the Education Code, Board of Trustees policies and State and Federal policies.

QUALIFICATIONS:

Education:

Master's degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship, or leadership experience reasonably related to this assignment.

SUPERVISION RECEIVED:

The Director, Student Affairs and New Student Programs reports directly to the Dean, Counseling and Support Services.

SUPERVISION EXERCISED:

Under direction of the Dean, Counseling and Support Services provides direct leadership for the Office of Schools Relations, Adult Reentry Services, Student Affairs, Student Government, Student Center, and campus organizations at the Santa Rosa and Petaluma Campuses. Supervises subordinate management positions in Student Affairs, and classified and student employees, and short-term, non-continuing employees.

Board Approved: July 11, 2006