

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Assistant Director, Student Affairs	Management Team Supervisory	Range: 10.0 Days: 224

JOB DESCRIPTION:

Under direction, supervises and coordinates the planning of extra-curricular and co-curricular student programs, and student initiated events. Serves as the advisor to officially recognized clubs, the Associated Students Cabinet and its subcommittees, and the Legislative Committee. Assists the Director in developing and conducting student leadership training and program development including LeaderCenter programs. Manages classified and student staff.

SCOPE:

The Assistant Director, Student Affairs, exercises independent judgment in the supervision and direction of employees; the coordination of Student Leadership Training & Development, including the LeaderCenter; the development and coordination of Student Affairs events; the Advising of Associated Students Cabinet and their events and activities; and the advising of Inter-club Council and responsibility for coordination of all student clubs throughout the District. In addition, the Assistant Director assists the Director, Student Affairs & New Student Programs in planning extra-curricular and co-curricular student programs for the District. The Assistant Director applies student development theory in direct advising of students and student groups. Assists in the interpretation and application of District, State and Federal policies. Supervises the Student Center.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Serves as the lead Advisor to the Associated Students in the absence of the Director, Student Affairs and New Student Programs.
2. Serves as a resource for the Student Senate and Advisor to the Inter-club Council, Associated Students Cabinet and subcommittees, and the Legislative Committee.
3. Plans, coordinates and evaluates student leadership training and development activities including LeaderCenter Programs, leadership training days and leadership retreats.
4. Provides direct supervision of the Student Leadership Center.
5. Directs the promotion of the Associated Students and Student Affairs events.
6. Supervises students and staff in the production of student activities, such as Associated Students elections, club days, used book fairs, flea markets, student savings weeks, dances and other evening events, Day Under the Oaks concessions, entertainment and diversity programming.
7. Responsible for the enforcement of college posting policies and petitioner and recruiter guidelines.
8. Supervises and evaluates the work of classified staff, student employees, and short-term, non-continuing employees as applicable.

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9. Guides and facilitates interpersonal problem-solving and conflict mediation for students. Serves as a resource person for students working on co-curricular areas.
10. Participates in the training and supervision of Student Orientation Leaders/Outreach Ambassadors.
11. Plans, assigns, and supervises the work of the Coordinator, Student Center and applicable program support staff.
12. Manages the Student Center including: monitoring accounting records, staffing, service contracts and maintenance contracts.
13. Responsible for chairing the Multicultural Events Committee and overseeing the committee budget.
14. Participates in the overall stewardship of student life, leadership and involvement for the institution.
15. Responsible for risk management of all student programs and events.
16. Supervises the Student Affairs Office graphic artist.
17. Assists in the design and coordination of student orientation programs.
18. Assists Director in coordinating district outreach efforts.
19. Coordinates the day-to-day facilities operations of the Student Affairs program.
20. Trains student employees and student government representatives regarding the use of departmental computer systems and related educational technology.
21. Directs Associated Students card sales efforts in collaboration with student leaders.
22. Serves on standing and ad hoc committees as assigned.
23. Performs other duties as assigned by the Director of Student Affairs and New Student Programs.

KNOWLEDGE OF:

1. Philosophy and objectives of a college-based Student Affairs Office and student development theory and applications.
2. Best practices for student leadership development and training.
3. The importance of student involvement in extra and co-curricular activities to the college community.
4. Successful methods of democratic supervision, accounting principles and practices of event risk management, principles of student discipline, team development strategies, good communication techniques, computers, modern office equipment management and other related educational technology.
5. Education Code, Title 5 regulations and related legal aspects of higher education.
6. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.

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ABILITY TO:

1. Advise students and student groups utilizing current student development theory.
2. Assist students and faculty in planning, organizing, coordinating and supervising activities.
3. Plan, organize, coordinate, train and supervise the work of classified staff, and both volunteer and paid student workers.
4. Develop and maintain a comprehensive leadership training program.
5. Plan and supervise effective graphic productions, displays, presentations, student publications, handbooks and training materials.
6. Speak and write effectively.
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.
9. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree in education, student personnel, or related field; Master's degree is preferred in student affairs, college student development, counseling or related field.

Experience:

Experience working in situations requiring democratic supervisory techniques and involving social activities; experience in student government and/or involvement in a wide variety of student activities, including student development programs and student leadership programs; and experience with technology-based office management systems.

SUPERVISION RECEIVED:

The Assistant Director, Student Affairs reports to the Director, Student Affairs and New Student Programs.

SUPERVISION EXERCISED:

Provides direct supervision to classified staff, short-term, non-continuing employees, paid student employees and volunteers in Student Affairs functions.

Board Approved: July 11, 2006