

BARSTOW COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION: STUDENT LIFE AND DEVELOPMENT MANAGER

BASIC FUNCTION:

Under the direction of the Assistant Dean of Student Affairs, develop, promote, and direct campus events to ensure a balanced educational and social environment for students and staff. The Student Life and Development Manager is responsible for advising the Associated Student Body, facilitating council meetings for all student organizations, and providing guidance and assistance to staff or faculty advisors of student groups. The Student Life and Development Manager also assists the Assistant Dean of Student Affairs in developing the community for student outreach and recruitment activities, which expand educational opportunities for all. The Student Life and Development Manager works with the student services programs to promote the College by providing services to ensure that prospective students have the opportunity to participate and attend the institution. The Student Life and Development Manager also supports the various student services programs in the planning of events and recognition ceremonies and activities.

REPRESENTATIVE DUTIES:

Direct the Student Activities and Student Development Programs, but not limited to:

- ▶ Direct, manage and evaluate the activities, programs and services of the Student Life Office and Student Center, develop and implement appropriate methods and procedures to provide effective and successful social, cultural, and instructional activities for students.
- ▶ Manage and coordinate the work of assigned Outreach Peer Advisors and student workers as well as train and evaluate performance; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.
- ▶ Prepare and administer annual program budgets including recommendations and justifications regarding budget requests, authorize other fund expenditures, receipts and disbursements according to District policies and applicable regulations.
- ▶ Serve as chief advisor to ASB; oversee and assist in developing a wide variety of activities, events, and programs designed for social, cultural, and instructional development of students.
- ▶ Provide leadership seminars, training and workshops for various student government organizations as well as other student groups and organizations.
- ▶ Develop, direct, and evaluate student activities and program operations; compile and analyze data related to student participation and program evaluation; develop organization work processes which facilitate attainment of established program goals and objectives.
- ▶ Coordinate and manage program activities with other student services functions and instructional programs; provide technical expertise and input concerning student activities; recruit and assist staff for events and activities.
- ▶ Prepare and administer the disbursement of Student Life and Development funds; authorize expenditures of Student Life monies; and assist with the preparation and development of Student Life budgets in accordance with District policies and applicable regulations.

- ▶ Develop, manage, and evaluate student activities and services; enforce rules and regulations in accordance with appropriate District policies and state and federal regulations including but not limited to: Education Code, Title 5, Robert's Rules of Order, Brown Act, etc.
 - ▶ Arrange for college representation at conferences and meetings concerning student groups; represent college administration at Student Government conferences; communicate with other Student Affairs program personnel, district administrators and support personnel, faculty and others to coordinate students activities and programs.
 - ▶ Direct program activities with other Student Affairs functions, provide technical expertise and input concerning student activities; recruit and assist faculty advisors for clubs.
 - ▶ Establish, direct, and maintain master school calendar of student activities and other publications which may be developed.
 - ▶ Oversee the use of the student center; ensure that proposed usage conforms to established policies and provide support services as needed.
 - ▶ Participate in coordinating major student events such as graduation, Student Recognition Day, Honors Day, and other extra-curricular activities; plan and implement a program of publicity and outreach activities which inform and involve students.
 - ▶ Maintain current knowledge of the regulations, policies, and eligibility requirements for specific student activities and related programs and services.
 - ▶ Motivate and guide student leaders in constructive and productive activities consistent with their objectives and College goals.
 - ▶ Support and direct the Student Council in establishing sound fiscal practices and building and maintaining a responsible budget.
 - ▶ Generate, with the student leaders, enthusiastic and active staff support for the student activity program.
 - ▶ Establish, coordinate, and maintain a broad and well-supported club program responding to the interests of the students.
 - ▶ Review club activities, expenditures, minutes, budgets, and legality and propriety of meetings and activities.
 - ▶ Provide positive public relations programs for student activities and campus events.
- Direct the Summer Outreach Project targeting the recruitment of local high school graduates to the College.
- ▶ Assist the Dean and Assistant Dean in developing and implementing a year around community outreach program.
 - ▶ Co-chair the College's Outreach Committee and work in conjunction with other student services programs in coordinating outreach efforts to recruit participants to their programs. (e.g. DSPS, EOPS, CARE, CalWORKs/ Workforce Development Center, Matriculation, etc.).
 - ▶ Assist the Matriculation Coordinator in the planning, organization, and implementation of orientation, assessment and academic advising services to high school seniors in local schools.

- ▶ Coordinate activities with the President and Public Information Offices, Chamber of Commerce, the local media, community clubs, and other organizations to promote the College for student enrollment purposes.
- ▶ Assist the Career/Transfer Center in organizing, planning, promoting, and implementing the College and University Day event held in the fall semester.
- ▶ Serve as campus evening/Saturday supervisor on a rotational basis with other administrative personnel.
- ▶ Serve on pertinent College committees.
- ▶ Perform other work related duties as may be assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Pertinent federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.

Group dynamics and interpersonal communication skills.

Basic parliamentary procedures.

Campus governance structure and processes.

Basic scheduling and budgeting procedures and practices.

Report and handbook development procedures.

District policies and procedures.

Ability to:

Plan, organize, and evaluation of programs.

Articulate clearly.

Facilitate group processes with consistency and tact.

Provide direction to student volunteers.

Provide advice to staff/faculty sponsors.

Coordinate activities of student groups.

Demonstrate a sensitivity to and an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited institution of higher education with at least 2 years experience directly related to the duties and responsibilities specified.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license (preferably a Class B license)

WORKING CONDITIONS:

Environment:

Office environment, subject to constant interruptions; driving a vehicle to conduct student activities; activities may be held in- or out-doors.

Physical Abilities:

Hearing and speaking to exchange information; sitting, standing, and walking; lifting light objects up to 20 pounds; bending at the waist and reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate a computer terminal.

CONDITIONS OF EMPLOYMENT:

A full-time, 12-month, classified management position. Indexed to placement on the Administrative and Management Salary Schedule at the Management I level. This position is subject to evenings hours and weekends.

Board approved: 01/18/07