

*Barstow Community College District*

**JOB DESCRIPTION**

**POSITION: DIRECTOR OF STUDENT LIFE AND CONDUCT**

**BASIC FUNCTION:**

Under the direction of the Vice President of Student Services , develop, promote, and direct campus events to ensure a balanced educational and social environment for students and staff. The Director of Student Life and Conduct is responsible for advising the Associated Student Government (ASG), facilitating council meetings for all student organizations, student leadership/activities/events/clubs, providing guidance and assistance to staff or faculty advisors of student groups, Viking Volunteers through the institutional Guided Pathways initiative, and student conduct/discipline. The Director of Student Life and Conduct also assists the Vice President of Student Services in developing the community for student outreach and recruitment activities, which expand educational opportunities for all. The Director of Student Life and Conduct 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 Director of Student Life and Conduct 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:

- Serve as the student conduct officer enforcing Standards of Student Conduct ensuring due process is met and keeping up to date with current legal issues in higher education.
- Develops educational marketing materials and engages campus community in tandem with Public Information Officer related to issues of Student Code of Conduct, judicial affairs process, and civility.
- Conduct timely and comprehensive reviews of student conduct processes, procedures and policies, consulting with faculty, staff and administrators as needed.
- Leverages resources with The Mindful Space, Disabled Students Programs and Services, Barstow Police Department, and other related partners for the purpose of addressing students of concern and making referrals as appropriate.
- Responsible for resolution of student grievances, including sexual harassment, and discrimination on behalf of the District.
- Provide leadership for the Office of Student Life; developing the co-curricular "out of classroom" experiences on campus and in the surrounding community, including, but not limited to student government, clubs and organizations, leadership, volunteer and intramural/recreation.

- Responsible for the planning and coordination of educational, social, and cultural student activities that engages students in learning experiences that promote personal and academic success.
- Develop implement and evaluate student life programs to ensure quality and diverse programs are aligned with District goals supporting student's personal and academic success.
- Provide leadership in resolution of student and community conflicts utilizing advising, mediation techniques, facilitated dialogue, restorative practices and formal adjudication.
- 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 the Associated Student Government (ASG).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.
- 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 Services program personnel, district administrators and support personnel, faculty and others to coordinate student activities and programs.

- Direct program activities with other Student Services functions, provide technical expertise and input concerning student activities; recruit and assist faculty advisors for student clubs.
- 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.
- Motivate and guide student leaders in constructive and productive activities consistent with their objectives and College goals.
- Establish, coordinate, and maintain a broad and well-supported club program responding to the interests of the students.
- 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 Vice President of Student Services 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, CTE, 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 Superintendent-President and Public Information Office, 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:**

- Principles and practices of administration, supervision and training.
- College policies, judicial affairs and student disciplinary process.
- Due process rights and responsibilities of students.
- Current trends in higher education and student conduct.
- Counseling and listening skills.
- Experience with the student success programs in a community college setting.
- 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:**

- Establish and support collaborative relationships with faculty, staff and administrators, specifically Barstow Police Department, The Mindful Space, Disabled Student Programs and Services and Human Resources.
- Maintain strict confidentiality with respect for the privacy of students, faculty and staff.
- Interpret and apply regulations, policies, guidelines, and procedures.
- Plan, organize, and conduct group functions and meetings.
- Supervise and coordinate student activities and assigned staff.
- Prepare and control budget.
- Work with a high degree of independence and initiative.
- 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.

## **EDUCATION AND EXPERIENCE:**

Master's degree and completion of one year of full-time formal training, internship or leadership experience reasonably related to the administrative assignment, OR a California credential authorizing administrative service at the community college level.

- Demonstrated sensitivity to and understanding of the diverse

academic, socioeconomic, cultural, disability and ethnic backgrounds of community college faculty, staff and students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license (preferably a Class C 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 placed on the Management Salary Schedule at a Range 15 .

This position is subject to evenings hours and weekends.

**Board Approved:** 6/15/22