

Position: Director of Student Affairs, Student Life	Position Number:
Department/Site: Student Affairs	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Vice President of Student Affairs or assigned administrator	Salary Range: IX

works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

Supervises the process, timeline, and adjudication of all discipline reports and student grievances; functions as a first responder to student discipline and grievance cases, including meeting with students, gathering data, establishing timeline of events, and determining findings; coordinates discipline work with the Chief Human Resources Officer/Title IX Officer where appropriate; completes reports and forms; attends and presents cases at disciplinary and grievance hearings.

Interprets and applies federal and state laws applying to student records, fees, governance, and disciplinary process, as well as, California community colleges; implements, interprets, and updates student policies and procedures.

Attends meetings and supervises student government and advises and counsels student leaders on student senate, student court, elections committee, and executive board; supervises Inter-Club Council; and attends meetings of both groups as mentor and advisor.

Coordinates and provides supervision for student conferences and various Associated Students sponsored events; coordinates student travel.

Advises, provides guidance, and prepares and delivers presentations on issues and programs pertaining to student life.

Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of student discipline, grievance, government, and other programs and services as they relate to the area of assignment.

Maintains and directs the maintenance of working and official files.

Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Student Affairs.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.

Principles and practices of enrollment management.

Principles and practices of fiscal management, strategic, and facilities planning.

Pertinent federal and state laws and regulatory provisions.

College accreditation procedures, practices, and standards.

The development, implementation, and assessment of student learning and/or service area outcomes.

Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.

Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

Principles and practices of employee supervision, including work planning, assignment, review and

Methods and techniques for the development of presentations, business correspondence, and information

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no