



JOB DESCRIPTION

JOB TITLE:	Director of Student Life
REPORTS TO:	Vice President of Student Affairs and Enrollment
CLASSIFICATION:	Administrator
FLSA Status:	Exempt

SUMMARY:

The Director of Student Life exercises leadership in the management, development and long-term planning of student-centered activities and programs. This position will provide staff supervision, budget management, and assessment of program goals and objectives. This position works collaboratively with a wide variety of administrative and academic departments across the college community to enhance the academic and co-curricular student experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manages and supervises the operation of the Student Activities office.
- Supervises the Staff Assistant, Activities and student workers associated with the student activities office.
- Oversees the planning, development, implementation and evaluation of student events, including, but not limited to New Student Orientation, Commencement, and Student Recognition celebrations.
- Plans, implements and evaluates student life activities that provide a welcoming campus environment and support student recruitment, retention, graduation, transfer, cultural development, leadership, diversity and inclusion.
- Supports and assists in the development and management of the CCBC Honors program.
- Collaborates with the Counseling office in matters related to student affairs, safety and code of conduct.
- Assists in establishing and implementing student policies, procedures, and preventive health, wellness and safety programs.
- Designs and implements leadership development programs to assist student leaders in gaining

the knowledge and skills necessary to perform leadership functions.

- Represents and advocates for the department within the college administrative and governance structure and promotes an environment that supports student scholarship while being responsive to student needs.
- Reviews the student handbook and other student-centered publications and ensures they are updated in compliance with board policy, administrative procedure and other applicable guidance.
- Represents college administration at student government conferences; arranges for college representation at conferences and meetings concerning student groups. Exercises supervision of students attending local, statewide and national conferences and seminars.
- Provides cost center management of all Student Life budgets, including the monitoring of expenditures associated with the Student Government and Clubs.
- Performs other related duties as assigned by the Vice President of Student Affairs.

MINIMUM QUALIFICATIONS

Education and/or Experience:

- This position requires a minimum of a Bachelor's degree from an accredited college or university.
- At least three years of formal training, management or leadership experience in student activities, student life, counseling, or any satisfactory combination of experience. This experience should demonstrate the knowledge, skills and abilities to perform the above duties; although a Master's degree in Student Personnel, Student Affairs, Student Development, or related field is preferred.
- A broad knowledge of student activities area, including student rights, student government and organization, and school policies and state laws affecting students is preferred.

Skills, Knowledge and Abilities:

Technical

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Characteristics

- Must possess outstanding leadership and communication skills.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit
- Frequent use of hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- Occasionally required to stand and walk
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, and ability to adjust focus

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee occasionally works evenings or on weekends. The noise level in the work environment is usually moderate.

Community College of Beaver County is an EEO employer and does not discriminate in its programs, activities, or employment on the basis of race, color, religion, sex, sexual orientation, disability, veteran's status, age, or national origin. Women, Minorities and Veterans are encouraged to apply.

**Director of Student Life
June 2018**