

Director, Student Life
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Director of Student Life at Bakersfield College will work under the guidance of the Vice President of Student Affairs to provide direction for:

- Comprehensive student engagement programs.
- Student support services and group programs.
- Student conduct and college community standards programs and other student life initiatives as assigned.

The Director shall supervise and ensure essential components of Bakersfield College's Student Life area, including:

- **COCURRICULAR ACTIVITIES:**

The Director ensures opportunities for students to participate in co-curricular student experiences. These include appropriate facilitation and supervision of club/organizational activities, student governance organizations and involvement opportunities that enhance the overall educational experiences of students through development of, exposure to, and participation in social, cultural, multicultural, intellectual, recreational, community service, and student governance.

- **SUPPORT SYSTEMS:**

The Director ensures support structures and networks that enhance student success for all students, but particularly for non-traditional learners, underrepresented students and students at risk. Examples of these include current programs such as the Veterans' Center and the African American Male Mentorship Program. (It is anticipated that Student Life will share leadership for new programs such as an Ambassadors program, Orientation Leaders, etc.)

- **STUDENT CONDUCT:**

The Director provides leadership for and oversight of the behavioral intervention system and the student conduct system, and has responsibility for education and adjudication activities, including case management, documentation and active and on-going campus education related to student rights and responsibilities.

The position reports to the Vice President for Student Affairs at Bakersfield College. This assignment may include evening and/or weekend work hours.

Examples of Duties

1. The Director shall provide leadership for, and shall facilitate a comprehensive student engagement program intended to enrich the campus experience of Bakersfield College students and promote community. Inherent in this mission the director encourages students to participate in student activities and leadership experiences that promotes involvement opportunities and enhances the overall educational experiences of students through development of, exposure to, and participation in social, cultural, multicultural, intellectual, recreational, community service, and campus governance programs. Serve as primary advisor/supervisor of SGA and all operations and activities relating to SGA.
2. The Director shall provide leadership and oversight of the student conduct system and is responsible for education and adjudication activities including case management, documentation and active and on-going campus education related to student responsibilities and rights. In this role, the director is a participant in developing an educational climate supportive of the mission of the college. Responsibilities center on fostering an environment that encourages sensible conduct choices, and personal and educational integrity as values. This is accomplished through positive educational programs that encourage appropriate behavior as well as through enforcement systems that respond to violations of behavioral standards for the college community.
3. The director shall collaborate with campus leaders to effectuate a Student Behavioral Intervention Team to evaluate and assist students in crisis, and shall provide guidance and supervision using a case management approach to facilitate student success.
4. The Director shall manage the areas of responsibility under Student Life, and works closely with the Vice President of Student Affairs to manage the financial, human resources and business services functions of the area in accordance with College and District policies. As such, the Director shall:
 - Coordinate the development of assigned publications and promotions
 - Develop, implement and evaluate assigned student support programs and planning strategies, ensuring integration with planning and budget.
5. The Director shall manage, assess and evaluate assigned programs and services for specific groups and populations. These currently include the Veteran Student Services, and the African American Mentorship Program. S/he shall recommend additional programs and implement approved plans and policies to develop, facilitate or improve outcomes, operations and services leading to student success.
6. Trains and supervises the work of staff and students.

Example of Duties continued

7. The Director shall have extensive collaborative and cooperative relationships with a wide array of executive, academic, professional and administrative individuals within the College and community, and will be expected to develop critically important contacts and relationships with faculty, staff and students. The incumbent is expected to collaborate with academic and student services departments on Campus and elsewhere in order to contribute to the efforts in educating, serving and retaining students from diverse backgrounds.
8. The Director shall assess student needs and provide support services to respond to those needs. S/he shall work closely with faculty, department chairs, Student Affairs leadership, and other appropriate staff in support of student learning and student success. S/he shall assist in the design and assessment of Divisional research focusing on student outcomes.
9. Assist the Vice President of Student Affairs, to accomplish the mission and goals of the college, division, and related areas. Represent the Student Affairs and Student Life department(s) on campus committees and at district, regional and state meetings.
10. Assists in formulating operational plans and budgets; administers approved budget.
11. Performs related duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college/university, preferably in counseling, educational leadership, student success systems, management, organizational development or a related field.
- Five years of full-time experience with progressively increasing responsibilities demonstrating integrative leadership for student activities, student life and student conduct, or management level administration in departments closely related to areas of Director's responsibilities.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.
- Demonstrated leadership in developing and providing services for first generation, low-income and at-risk students, and enabling student success for underserved students.

Minimum Qualifications (continued)

Desirable Qualifications

- Doctorate Degree.
- Seasoned student affairs professional with more than five years progressively increasing responsibilities and administrative experience in Student Affairs, including significant management experience in student activities including some experience in student conduct and student behavior management.

Knowledge and Abilities

- Knowledge of State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents) including:
 - Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
 - Pertinent sections of California Education Code.
 - Americans with Disabilities Act (ADA) compliance regulations.
 - California State Chancellor's Office (Systems Office) legal opinions and advisories.
 - Federal regulations pertaining to the Family Educational Rights and Protection Act.
 - BANNER Student Module applications.
 - Microsoft Office Word/Excel.
 - Board Policies and Administration Procedures.
 - Articulation agreements with other colleges/universities.
- Knowledge of principles of student development administration at the community college level; leadership and management principles and techniques.
- Knowledge of behavioral intervention best practices.
- Knowledge of student conduct management.
- Knowledge of the mission of the California Community College; community college and instructional programs, regulations and policies; principles of employer employee relations; and principles in the administration of personnel services.
- Knowledge of accounting, budgeting, and fiscal reporting.
- Ability work as part of a management team dedicated to collaboration, and in support of a college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving in an environment of shared governance.
- Ability to lead and facilitate the practical use of computer and instructional technology to facilitate and support students services and staff productivity.

Knowledge and Abilities (continued)

- Ability to work independently and with initiative while creating new programs and opportunities.
- Ability to plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Ability to maintain records and prepare reports and procedural documentation.
- Ability to apply legal and policy provisions to various problems consistently and correctly.
- Ability to communicate effectively both orally and in writing, including communication of assessment reporting, funding proposal reports, etc.
- Ability to represent the college in a professional manner.
- Demonstrated ability to effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Ability to establish and maintain collaborative and effective working relationships with a variety of college staff, students, and community partners to meet the needs of students with disabilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)