

**Director, Campus Engagement and Leadership**  
**Bakersfield College**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Dean of Students, the Director of Campus Engagement and Leadership will direct and coordinate the activities of the Office of Campus Engagement and Leadership.

**Examples of Duties**

1. Oversee and manage various areas within Campus Engagement and Leadership such as student organizations, student government, campus and community programming, leadership programming, civic engagement, LGBTQ programs and services, and basic needs services as assigned.
2. Provide leadership for and facilitate a comprehensive student engagement program intended to enrich the campus experience of Bakersfield College students and promote community.
3. Manage the areas of responsibility under Campus Engagement and Leadership and work closely with the Dean of Students to manage the financial, human resources, and business services functions of the area in accordance with College and District policies.
4. Represent the college in a variety of forums on- and off-campus; attend, conduct, or participate in a variety of meetings as assigned.
5. Research current trends and best practices for the delivery of student leadership, co-curricular and social activities, and supporting the mission of the college.
6. Oversee the daily management of the Office of Campus Engagement and Leadership, including hiring, training, and staffing of both students and professional staff.
7. Provide strategic oversight, supervision, and guidance to professionals in the office, supporting the collective mission.
8. Develop an annual operating budget and ensure that the college resources are utilized efficiently, ethically, and effectively. Monitor and maintain budgetary controls and accountability.
9. Actively support the college's recruitment and retention efforts
10. Serve on college participatory committees as assigned; attend all applicable training sessions.
11. Provide oversight or implement the use of social media or emerging technology to publicize student events and enhance student engagement.
12. Responsible for the production and distribution of student handbooks and other student-related materials.
13. Supervise printed promotional material, including but not limited to activity calendars, posters, and publications.

14. Assist with programming and services within the Campus Center along with student transition, training, campus programming, and orientation, as well as meeting regularly with key student positions.
15. Oversee the Student Organization registration and funding processes including policy development, risk management, and student leadership training and development.
16. Serve as the primary advisor for the Bakersfield College Student Government Association and provide student involvement opportunities through on-campus co-curricular programs and services.
17. Oversee budget management, risk management, and a strong emphasis on the assessment of program initiatives and student learning outcomes.
18. Enhance a growing sense of community by fostering students' awareness and appreciation for involvement in co-curricular activities and experiences focused on personal growth and development.
19. Oversee programs, activities, and co-curricular involvement opportunities which are designed with an equity and inclusion lens and marketed to appeal to a diverse and commuter student population. Ability to work early mornings, late evenings, and weekends required.
20. Perform other duties as needed and related to the functions of the Office of Campus Engagement and Leadership.

## **Minimum Qualifications**

- Master's degree from an accredited college/university, preferably in counseling, educational leadership, student success systems, management, organizational development, student affairs, college student personnel, or a related field.
- Three years of full-time experience with progressively increasing responsibilities demonstrating integrative leadership for student activities, student life, 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.

## **Knowledge and Abilities**

### 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.
- Community college rules, regulations, policies, and procedures pertaining to student governments.
- Campus policies and procedures relating to Student Services Programs.
- Rules and regulations pertaining to the student organization application process

- and eligibility.
- California community college mission and philosophy.
- Training, supervision, and practices of office management.
- Principles of providing work direction and guidance.
- Database tracking methods.
- Budgeting procedures and techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and equipment.
- Basic principles and practices of fiscal, statistical and administrative research, and report preparation.
- Principles of providing work direction and guidance.
- Emerging theories, regulations, laws, and best practices related to serving LGBTQ+ students.
- Trends, best practices, regulations, initiatives, and laws related to basic needs programs and services.

Ability to:

- Interpret and apply State rules and regulations as they apply to assigned area.
- Organize, direct, and implement comprehensive student leadership programs.
- Prepare and deliver presentations.
- Recruit strong student leaders.
- Provide work direction and guidance to assigned staff/student assistants.
- Prepare and administer a budget.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work cooperatively with other departments, offices, students, and outside agencies.
- Perform responsible and difficult technical work involving the use of independent judgment and personal initiative.
- Operate a computer and applicable software.
- Perform responsible and difficult technical work involving the use of independent judgment and personal initiative.
- Work as part of a management team dedicated to collaboration, and in support of a college goal of integrating instruction and student services to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving in an environment of shared governance.
- Lead and facilitate the practical use of computer and instructional technology to facilitate and support student services and staff productivity.
- Work independently and with initiative while creating new programs and opportunities.
- Plan and organize work. Prioritize and schedule work; train and provide work directions to others.

- Maintain records and prepare reports and procedural documentation.
- Apply legal and policy provisions to various problems consistently and correctly.
- Communicate effectively both orally and in writing, including communication of assessment reporting, funding proposal reports, etc.
- Represent the college in a professional manner.
- Demonstrated ability to effectively interact with people of diverse socioeconomic and ethnic backgrounds.
- 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  |
|---------|--|
| 4       | Ability to work at a desk, conference table or in meetings of various configurations.      |
| 4       | 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.                                    |
| 4       | Ability to communicate so others will be able to clearly understand a normal conversation. |
| 4       | Ability to lift 25 pounds.   |
| 4       | Ability to carry 25 pounds.  |
| 4       | Ability to operate office equipment.   |

## Status/Rationale

This is an educational administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

Rev: July 2024