

STUDENT LIFE SUPERVISOR

DEFINITION

Under the direction of the assigned administrator, plan, organize and direct student leadership, engagement and development activities and programs.

TYPICAL DUTIES

Plan, organize and direct student leadership, engagement and development activities and programs, including, but not limited to, the student body association (Student Senate, Clubs and Events Board, and Joint Budget Committee), student clubs and student ambassadors; provide leadership, guidance and mentorship, and serve as advisor for the student body association and student clubs, work collaboratively with faculty advisors; provide leadership, direction and evaluation for all student activities programs, services, publications, budget planning and maintenance, and overall activity procedures and guidelines; support the management, development and effective operations of the student center; implement and oversee a student leadership program for students who participate on District committees and/or within community leadership services; serve as a college resource to assist the college in developing systems for students to participate effectively within the operations, governance and decision-making processes of the college; plan, develop and implement a variety of diverse student activities and leadership opportunities which contribute to a positive learning community; provide training for students, club advisors, staff and faculty regarding student activities policies, procedures and regulations for the college campus; coordinate with other departments and community members to develop a master plan for student events and activities; attend student organization and professional conferences; provide/facilitate appropriate supervision at student events requiring the presence of college personnel; in coordination with appropriate college departments, develop resources through fund-raising activities, community support, grant proposals, and other creative strategies; prepare and submit program plans, reports and other documents; serve as the advisor to the Student Trustee on a rotational basis; develop and execute District wide leadership training/workshops; hire, train, supervise, and evaluate the performance of assigned staff; work collaboratively with other college and District staff, faculty and administrators; work evenings and weekends as needed to fulfill job responsibilities; and perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years of experience, including one year in a lead or supervisory capacity, in student services programs or similar area.

EDUCATION

Bachelor's degree from an accredited college or university; **OR** an associate degree from an accredited college or university **AND** two additional years of qualifying experience.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

KNOWLEDGE OF

Computer systems, applications and assessment procedures and techniques related to assigned student services programs functions, educational records management and retention, modern office practices, procedures and equipment; applicable sections of the State Education Code, State Code of Regulations, California Brown Act, Parliamentary procedures, other applicable laws and regulations, and college and District policies and procedures; budget preparation and management; awareness of the needs of students in the assigned student services programs; grants, report development and monitoring; community college student populations; student services programs and categorical program policies and practices; interpersonal skills using tact, patience and courtesy, principles and practices of supervision, training; and college and District policies and procedures.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the essential functions of the position; plan, organize and direct the activities of the assigned area(s); take appropriate initiative; create and effectively lead within multicultural, political, legal and interpersonal situations; effectively balance student interests and concerns with those of the District and college; communicate effectively both orally and in writing; maintain accurate records and compile, generate, and analyze data for reports; utilize current technology to effectively perform assigned responsibilities; coordinate the use of technology for record management and retention; maintain current knowledge of and interpret, explain, and apply rules, regulations, guidelines and applicable laws related to the assigned area(s) and implement acceptable practices; prioritize and schedule work; train, supervise and evaluate personnel; maintain adequate internal controls and audit trails; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative and effective working relationships with others; work successfully in a diverse organization; work independently with minimal direction; sustain regular attendance; meet schedules and timelines; exercise initiative and good judgment; resolve complex situations; and conduct individual and group training activities.