

JOB DESCRIPTION



Position Title: Director of Student Leadership and Activities

Department: Community Engagement

Employment Category: Administrative Staff

Primary Location: District-wide
Based on Sierra Vista Campus

Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS14

Position Summary: The Director of Student Leadership and Activities is responsible for the administrative organization and implementation of student programming, activities, student clubs/organizations, student leadership and student civic engagement practices at a district wide level while contributing to the advancement of the college's mission, vision and goals.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Develops and directs student engagement and leadership activities district-wide, student diversity, equity, and inclusion initiatives; co-coordination of welcome week of activities for both fall and spring semesters; leads district-wide student awards application, nomination, and selection process; develops, promotes and organizes for annual student leadership retreats

Develops, supervises, and administrates the student activities budget, club/organization funds, club advisor stipends at a district-wide level; process event approval requests and travel requests for student clubs/organizations; assists student organizations in reserving space and procuring vendors and supplies for events

Maintains, co-develops, and implements student activities policies, procedures, handbooks, and training for student organization officers and advisors, including budget development, financial management, risk management, and event planning.

Leads student civic engagement initiatives across the district; collaborates with non-partisan and non-profit agencies to connect students to leadership and service opportunities; collaborates and develops plans for community outreach to enhance the college experience

Provides direction, guidance, and oversight to student clubs, club advisors, student engagement activities and events for students district-wide; develops and directs district-wide yearly activities; assesses the educational, cultural and social needs of the student body, student clubs and the campus community at-large to guide and develop leadership opportunities and student activities; works in conjunction with campus facilities staff to ensure priority use of college facilities by student clubs and for student activities

Engages and mentors students in alignment with student development theory and best practices in the field of student affairs; advises student government association; assists SGA leaders in identifying goals and outcomes for the year, and a plan for implementation; creates and implements training for SGA leaders,

JOB DESCRIPTION



focusing on goal setting, leadership development, financial management, team building, and transition planning

Works within the guidelines of the college and Student Government Association (SGA) procedures and regulations; oversees the selection process for SGA officers for both the SGA Executive Board and Activities Board; engages, promotes and fosters the participation of SGA Officers in the college senate, academic standards committee and Governing Board meetings

Develops and implements the use of multiple methods of marketing and technology specific to connecting with students; promotes a welcoming and inclusive environment at all college locations; supervises publication of the Cochise College Can Chat; oversees and manages SGA social media and internal and external marketing strategies to increase student engagement and participation in activities

Provides oversight of new student orientation activities, including coordinating efforts from various departments and related communications, promotions, and event management; collaborates with college navigators, marketing, student services, student success, and various departments in coordinating student orientation sessions throughout the year and on initiatives related to first year experience, transfer students, student retention, outreach and recruitment; develops and implements a comprehensive strategy for the engagement of non-traditional and post-traditional students with the goal of increasing retention of stated population using innovative and multi-modal approaches

Engages in on-going professional development; offers innovative ideas and implements new program ideas; performs other duties commensurate with the functions and level of the position to include participating in committee assignments and the recruitment and retention of students; participates in division meetings and serves in various committee across the college district to represent student interests

Serves as Title IX Advisor district-wide and collaborates with Title IX team on programming compliant with federal legislation.

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in higher education, human relations, or related field from a regionally accredited institution of higher learning recognized by the U.S. Department of Education

Four years' related experience in a higher education setting.

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Demonstrated Commitment to the community college mission

High level of personal integrity

Knowledge of and ability to follow college policies and procedures

JOB DESCRIPTION



Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Knowledge of customer service standards and procedures
Knowledge of student recruitment and outreach techniques
Knowledge of financial budgeting processes
Knowledge of student resources, referrals and services
Skill in listening to issues, synthesizing information, and reaching sound conclusions
Skill evaluating a student's academic interests and desires and formulating a plan designed to assist the student in achieving their goals
Skill in reading and interpreting regulations related to academic programs and student requirements for participation in various programs
Skill in dealing effectively with upset or anxious students and/or parents
Skill in setting up and maintaining detailed records
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public
Ability to relate to a diverse population in a professional and helpful manner
Ability to demonstrate a high level of energy and excitement for working with traditional and non-traditional students
Ability to create and facilitate engaging student activities for a diverse student population
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail; work independently in meeting various time deadlines
Ability to work independently while supporting a team effort
Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
Ability to work accurately, efficiently, and effectively with all types of data
Ability to maintain accurate office procedures

Work Environment: Work is primarily performed under general supervision in an office setting appropriate climate controls and outdoors in a variety of climatic conditions. Travel, early morning, evening, and weekend work is required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting and carrying of object up to 10 pounds' requires a good deal of walking or standing.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important.

Reports to: Executive Dean of Community Engagement

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.