

**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**Director, Student Affairs (*Continued*)**

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**DIRECTOR, STUDENT AFFAIRS**

**DEFINITION**

Under the direction of the Vice President of Student Services, plan, organize and direct a variety of student activities and services including student conduct, student government, and the commencement program; facilitate communications between students and College administration; supervise and evaluate the performance of assigned personnel.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Plan, organize, coordinate and direct the College's Student Activities Program; establish goals and objectives; evaluate, modify and implement program activities in accordance with College policies and mission.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; recommend employee disciplinary actions.
3. Oversee and direct student government; assist students with budget development; approve expenditures in accordance with established fiscal policies; coordinate programs required by law.
4. Provide technical expertise to student groups in developing leadership skills, budgeting techniques and organizational abilities; work with students and staff committees in planning and implementing co-curricular programs.
5. Serve as advisor and resource person for diverse organizations, projects, committees and other groups; coordinate and oversee activities.
6. Supervise and attend a variety of student activities and events; schedule and arrange for transportation, security, custodial services, ticket-takers and equipment as required.
7. Coordinate and schedule the activities and campus events of student clubs and organizations; provide for proper faculty sponsorship and involvement with student clubs and other organizations.
8. Plan, organize, coordinate and direct the college Commencement Ceremony.
9. Communicate with a wide variety of campus and District administrators and personnel as well as community organizations; resolve problems and exchange information; represent the students' point of view on campus issues and concerns.
10. Supervise and participate in the preparation and maintenance of a variety of records, files and reports related to student activities, programs and budgets.
11. Provide technical assistance to campus clubs, organizations and government in developing and designing news releases and photos, posters, announcements and other publicity items to promote campus events and activities.
12. Prepare and direct the distribution of a variety of written materials such as student bulletins, newsletters, flyers, brochures and orientation materials.

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13. Participate in shared governance through service on appropriate committees and task forces.
14. Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Student activities policies, procedures and programs.  
Intercollegiate athletic rules, regulations, methods and procedures.  
Financial and statistical record-keeping techniques.  
Budget preparation and control.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Principles and practices of supervision and training.  
Applicable sections of the State Education Code and other applicable laws.  
Interpersonal skills using tact, patience and courtesy.  
District organization, operations, policies and objectives.

**Ability to:**

Organize, coordinate and implement a variety of student-related programs, events and activities at a community college.  
Direct student government activities.  
Provide leadership, support and assistance to student clubs and organizations on campus.  
Develop and coordinate re-entry and health care services.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Train, supervise and evaluate personnel.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.

**EDUCATION AND EXPERIENCE**

A Master's degree from an accredited institution and four years increasingly responsible management/administrative experience in higher education.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

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**WORKING CONDITIONS**

Office environment including frequent visits to other College sites, classrooms and athletic fields.

Revised 8/4/2007