



Classification Title: Supervisor, Student Affairs

Department:	Office of Student Affairs	EEO6 Code:	5
Employee Group:	Confidential and Supervisory Team (CAST)	Salary Grade:	45
Supervision Received From:	Director, Student Affairs	Date of Origin:	October 2016
Supervision Given:	Assigned classified, short-term, student, and volunteer employees in the Office of Student Affairs	Last Revision:	October 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Supervises, organizes, and plans daily operations of the Office of Student Affairs and assigned staff; provides leadership and support to the Associated Student Government (ASG) and its elected officials and activities; provides guidance to other student organizations; recommends and implements goals, objectives, policies, and procedures relevant to assigned areas of responsibility; assists with budget development and monitoring; serves as a liaison between the Office of Student Affairs, student organizations and government, and District faculty, staff, and administrators.

DISTINGUISHING CHARACTERISTICS.

The Supervisor, Student Affairs is distinguished from other supervisory classifications in Student Services by its oversight of assigned staff, programs, activities, and services of the Office of Student Affairs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Supervises, coordinates, plans, and organizes Office of Student Affairs programs, activities, and services; oversees student life programs, student leadership development, Associated Student Government and its elected officers, and student clubs and representatives; assists the Director, Student Affairs with resolution of lower-level student disciplinary issues; oversees the operations of the Student Activities Office, Student Computer Lab, and Success, Equity, Advocacy, Leadership (SEAL) Center.
2. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
3. Serves as liaison between faculty and staff club advisors and the Student Activities Office; assists students and the campus community with questions related to activities, events, meetings, fundraisers, conference travel and District policies and procedures related to student activities; schedules appointments for students and provides information relevant to the Office of Student Affairs.
4. Serves as advisor to the Associated Student Government (ASG) and Inter-Club Council (ICC); attends weekly ASG and ICC meetings; meets regularly with ASG officers and ICC representatives to provide guidance; assists ASG and ICC with the development and maintenance of meeting agendas and meeting minutes to ensure continuity and archiving; assists student leaders with promotion and recruitment activities; promotes and oversees ASG student elections; coordinates and attends student club events; travels to, attends, supervises, and chaperones students at ASG conferences and activities and off-campus events for other student organizations, including overnight and weekend travel; may require driving students to events and conferences in District-provided transportation.

5. Regularly attends meetings of student clubs and student activities; recruits and provides training and instructions regarding club advising protocol to faculty and staff club advisors and student leadership; assists in the creation of new clubs and reinstates expired clubs, including guiding students in completing required documents.
6. Supervises the production, promotion, sale, and distribution of Student Activity Cards; communicates with other District personnel to coordinate Student Activity Card availability, sales, and services; schedules student workers to sell cards at all District locations; monitors the effective operation of card production equipment; advises Office of Student Affairs staff as necessary to ensure equipment is fully functional.
7. Develops and promotes a variety of events that promote cultural and social responsibility of students; assists students in coordinating events on campus including preparing facilities request forms, work orders and requisitions; reviews forms and materials for completeness, accuracy, and compliance with established regulations, procedures, and standards; works with other District departments and student organizations to publicize events; coordinates and participates in event setup, facilitation, and tear-down; oversees student engagement events at all District locations; responds to questions and assists in resolving concerns and complaints relevant to student events; develops and maintains District partnerships to facilitate events.
8. Assists in the development and tracking of the Office of Student Affairs budget and applicable expenditures; approves and processes invoices for budget expenditures; oversees development of the ASG budget and monitors expenditures; develops and maintains the student activities budget; may monitor student club budgets.
9. Recommends, drafts, prepares, and assists in the implementation of departmental goals, objectives, policies, procedures, handbooks, and forms.
10. Assists in the Program Review and Planning process, including data collection and program development and evaluation; maintains program tracking databases and files; prepares and maintains a variety of statistical and analytical reports.
11. Assists in planning and producing annual commencement activities.
12. Serves as a liaison for the Office of Student Affairs in response to student, employee, and community inquiries, including investigating complaints received.
13. Participates in shared governance through service on planning and/or operations councils and committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

Marginal Functions:

1. Coordinates the use of student lockers.
2. Seeks Office of Student Affairs student food bank donations and provides opportunities for students to utilize food bank services.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible experience coordinating student activities and/or student government programs in higher education, including one year serving in a lead or advisory capacity.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university with major coursework in education, counseling, a behavioral science, communications, or a closely related field.

Licenses/Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Supervisory principles and practices.
2. Operations, services, objectives, and activities applicable to student activities and student leadership programs, including student government and parliamentary procedures.

3. Needs and interests of community college students relevant to assigned areas of responsibility.
4. Principles, practices, concepts and techniques used in customer service, public relations and educational outreach.
5. Federal, state and local laws, codes, rules, regulations and court decisions applicable to student activities and student government in higher education, including the California Education Code and the Ralph M. Brown Act.
6. Conflict resolution methods and techniques.
7. Basic research methods and data collection and analysis techniques.
8. Principles and practices of budget preparation and monitoring and purchasing.
9. Modern office practices, procedures and equipment including computers and software programs applicable to assigned areas of responsibility.
10. Principles and practices of recordkeeping.
11. Principles and practices of sound business communication.
12. Democratic leadership principles as applied to student governance.
13. Principles, methods, and practices of marketing and public relations, including social media.

Skill in:

1. Supervising, training and evaluating the work of others.
2. Organizing and overseeing the daily operations, activities and services of a student activities program in higher education.
3. Advising and influencing student organizations in serving the interests and needs of their membership.
4. Preparing and delivering oral and written presentations to a variety of groups.
5. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
6. Interpreting, applying, explaining and reaching sound decisions in accordance with an organization's policies and procedures and applicable federal and state laws and regulations.
7. Communicating clearly and effectively, both orally and in writing.
8. Preparing clear, concise and accurate reports, business correspondence, and other written materials.
9. Operating a computer, enterprise, and spreadsheet software and other standard office equipment.
10. Developing and maintaining effective filing systems.
11. Maintaining confidentiality of student files and records.
12. Budget development and maintenance.
13. Utilizing social media for outreach and public relations.
14. Working independently with little direction.
15. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
16. Interpreting complex data and information.
17. Mediating difficult and/or hostile situations.
18. Exercising tact and diplomacy in dealing with sensitive, complex, and confidential student issues and situations.
19. Investigating and resolving student complaints.
20. Establishing and maintaining effective working relationships with those contacted in the course of work.
21. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions with extensive exposure to computer screens; contact with faculty, students, other departments and the public, including crowds and dissatisfied or hostile students, employees, and public patrons; supervises students on-site, off-site, and during conference travel for extended

periods of time; occasionally, the employee works outdoors, exposed to loud noise, moving objects/vehicles and inclement weather conditions.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit; use hands repetitively to finger, handle and feel computers and standard business equipment. The employee is frequently required to stand and walk and occasionally lift up to 50 pounds. The employee may be required to work various shifts at night, on weekends, and holidays to support District functions. Occasional travel to District and other locations is required.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.