

DIRECTOR OF STUDENT SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M6	03/09/17	Academic Administrator	1 of 2

DEFINITION: The Director of Student Services provides leadership and manages all aspects of specified student service programs, and the college intercollegiate athletic programs including oversight of athletic contests.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Develops and recommends policies, regulations, and procedures for managing student services programs in accordance with college and district missions and goals.
- Interprets and analyzes education laws, impending legislation, regulations, and procedures to determine impact on program and service areas and to formulate compliance and reporting strategies.
- Ascertains and meets student and community educational, support, and service needs by communicating effectively with college managers, faculty, staff, students and the service area community.
- Actively participates in and supports college shared governance components and activities and other collaborative processes.
- Develops and participates in college and district planning processes to assure articulation between the goals and objectives of student services and those of other college and district units.
- Recommends new or revised systems, methods, programs, and procedures to improve efficiency and effectiveness of student service programs and related optimal use of technologies.
- Oversees submission of grant applications and proposals to state and federal agencies, or to other appropriate funding sources, to augment college resources student service programs.
- Manages operating budgets for student services, including outreach, matriculation, student activities, transfer, employment, and placement programs, as well as the hourly instructional budget for counseling.
- Coordinates scheduling of all counseling instructional offerings in conjunction with counseling department chair.
- Develops comprehensive and consistent outreach and recruitment programs for college to local high schools and other community organizations.
- Represents the college to community, governmental, educational, and professional organizations, where appropriate.
- Coordinates student services programs with instructional support services, instructional programs, and other special programs.
- Oversees disciplinary proceedings related to student conduct.



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- Coordinates all athletics instructional offerings.
- Manages the college intercollegiate athletics program; oversees student athletic contests.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of administrative organization and management, planning, supervising and evaluating the work of others; applicable federal, state, local and District rules and regulations; procedures related to establishing and maintaining student athletic eligibility in intercollegiate competition.

Ability To: Use organizational skills that enable performance of duties in a timely fashion with attention to detail; exercise good judgment; communicate effectively both orally and in writing; establish and maintain effective working relationships; demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff; manage assign and schedule assigned staff.

Education/Training: Possession of a Master's degree from an accredited college or university.

Experience: Equivalent to at least three (3) years of relevant full-time management experience.

Adopted: 10/01/07

Amended: 03/08/17