

College of the Siskiyous Job Description

DIRECTOR OF STUDENT LIFE

The Director of Student Life leads in all aspects of students' residence, social development, and associated activities while attending the College of the Siskiyous. Reporting to the Vice President of Student Learning (VPSL), the Director is responsible for the planning, development and implementation of support programs focused on student development, well-being in Lodge setting, and non-instructional learning through activities sponsored by the college.

Major Responsibilities:

- Supervises and directs Student Life staff in support of the college's mission and vision.
- Serves as a creative problem solver and team builder to implement plans and programs which promote the educational and social well-being of all students.
- Oversees college's campus student housing. Troubleshoots housing problems and challenges and empowers staff and students to resolve such problems.
- Supports development of programs and services that maximize occupancy of lodges over 12 months of the year; teams with camp and other program leaders.
- Supervises assigned student success programs within the lodges.
- Oversees area of student discipline; works with VPSL and staff in team approach that provides appropriate amount of staff attention as problems merit.
- Leads development of the college's international student program; connects recruitment and outreach with support and sense of "belonging" on campus.
- Provides leadership to connect appropriate areas of student life with classroom and other learning environments to maximize student learning.
- Coordinates Campus Safety in collaboration with Vice President of Administrative Services.
- Responsible for accuracy of all Student Life information within College publications including the College catalog, class schedule, and website.
- Assists the VPSL in; achieving the goals defined in the college's Educational Master Plan; addressing academic accreditation issues; and maintaining area focus on program assessment and evaluation (program review) of Student Life.
- Provides timely and regular updates and reports to the VPSL regarding both progress on achieving area goals and objectives, as well as on problems and difficulties that may merit the concern or attention of senior administration.
- Partners where possible with faculty to connect experiential learning opportunities with existing curriculum.
- Develops, recommends, and manages budgets for Student Life programs and services.
- Prepares (semi or annual) reports and counsels VPSL and Executive Cabinet on how funding is managed to achieve the college's Learning mission.
- Supports Director of Planning, Assessment and Research in connecting Student Life programming to the college's educational master plan.
- Develops and directs lodge orientations and trainings for staff, student workers, and residents.

- Represents the College in community and educational settings, including schools, businesses, foundation and community-based organizations, as appropriate.
- Performs other related duties and responsibilities as assigned by the VPSL
- Assumes charge of Chief Student Development Officer when the VPSL is absent from campus.

Minimum Qualifications

- Master's Degree from an accredited institution of higher education.
- Three or more years of community college Student Development experience.
- Demonstrated ability in student leadership, housing management, team building, and collegial consultation.
- Demonstrated ability to interpret and apply rules, regulations, policies and procedures and then set clear expectations and direction for faculty and staff.
- Demonstrated communication skills, including both writing and in public speaking.
- Demonstrated knowledge, skills, and abilities to work with a diverse student and employee population, as well as community groups.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.