

# **Assistant Director, Student Life**

## **Bakersfield College Kern Community College District JOB DESCRIPTION**

### **Definition**

Under the direction of the Director, Student Life, the Assistant Director will direct and coordinate the activities of the Student Life department.

The Assistant Director will assist with co-curricular programming and services within the Campus Center along with student transition, training, campus programming, orientation, as well as meeting regularly with key student positions. Involvement responsibilities include overseeing the Student Organization registration process including policy development, risk management, and student organization training and development. Programs and co-curricular involvement opportunities that are designed with an equity and inclusion lens and marketed to appeal to a diverse and commuter student population. This position also serves to advise the parts of the Bakersfield College Student Government Association (BCSGA) and to provide student involvement opportunities through on-campus co-curricular programs and services. Administrative functions include budget management, risk management, and a strong emphasis on assessment of program initiatives and student learning outcomes. Through the intentional use of student development theory and leadership models, this position works to enhance a growing sense of community by fostering students' awareness and appreciation for involvement in co-curricular activities and experiences focused on personal growth and development. Ability to work evenings and weekends required.

### **Examples of Duties**

#### **Student Organizations**

- Coordinate advisement, registration, promotion, and support of over 50 diverse student organizations; develop guidelines and training for student groups and advisors; and manage all applicable leadership software for student organizations and advisors.
- Evaluate and recommend policies and procedures for student organizations
- Design and implement leadership development and procedural training programs for registered student organization
- Promote service projects and activities to all student organizations, and track participation
- Facilitate external and internal relationship between and among student organizations, and internal and external communities
- Provides oversight over all Recreation, Intramurals and Club Sports through programming, Risk Management and amenities management.
- Be a resource and provide training to student clubs and advisors assisting them to update, format, and input information for their organization
- Provide guidance and assistance for the event registration and funding grant request process

- Directly advise the BCSGA Department of Student Organizations
- Supervise club accounts
- Responsible for expenditures for the budget pertaining to student organizations

### **Student Government**

- Develop and present appropriate in-service training and workshops
- Coordinate student government elections
- Attend all student government meetings
- Aid in developing the annual student government budget
- Plan, coordinate, and implement the application process for the Student Trustee
- Provide leadership, training and advisement of the Student Government Association
- Assist student government officers in academic pursuits

### **Campus Programming**

- Collaborate with faculty members to plan, organize and implement co-curricular programs that support the College's common and program learning outcomes and contribute to the educational experience of its students.
- Oversees all functions of the campus center programming board including contract review, budget management, event oversight, student hiring and training, event planning and management
- Directly advise the BCSGA Department of Student Activities
- Develops programs and services to meet the diverse needs of students at the college; works toward creating and communicating a welcoming environment that accepts differences, promotes tolerance, and creates opportunities for students to learn from each other
- Facilitates collaboration between the campus community and BCSGA by serving as a liaison to other programming groups and key administrative offices and departments including College Administration, Maintenance and Operations, and Public Safety
- Ensures that business transactions, including ticket sales, contracts, income deposits, and expense requisitions undertaken by the programming boards comply with College procedures and regulations
- Coordinate or supervise additional late night and weekend programs (as needed)
- Create and implement campus-wide programs that are aligned with our college mission and strategic plan on an as needed basis for the Division of Student Affairs
- Actively promote in both traditional and non-traditional mediums, opportunities for the campus so we achieve maximum participation from its students
- Provide oversight and management of events on campus that can be both public and internal in nature, understating and addressing all the risk associated with these types of events.
- Collaborate in the planning and implementation of campus wide programs and traditions, including Welcome Week, Homecoming, New Student Convocation, Spring Fling, Welcome back Week, etc.

### **Leadership Programming**

- Plan, organize and implement the new student orientation program in cooperation with other administrative offices on campus.
- Plan and coordinate the Leadership Certificate Program.
- Oversee all functions of the Alternative Spring Break Program including student hiring and training, budget management, selection and training for student and staff site leaders, and program advertisement
- Create or facilitate leadership development programs for student leaders (as needed)
- Responsible for acculturating new students to student leadership development programs during orientations and welcome week programs.

- Administer all databases related to monitoring student leadership programs. Complete annual report on student participation rates in student leadership development programs and experiential education, the effectiveness of these programs and assess student-learning outcomes for select programs annually.
- Work collaboratively with the professional staff to plan and implement office sponsored events including the Student Leadership Awards, Leadership Retreats, and other office celebrations.

### **Promotional**

- Provide oversight or implement the use of social media or emerging technology to publicize student events and enhance student engagement
- Responsible for the production and distribution of student handbook and other student related materials
- Supervise printed promotional material for BCSGA, including but not limited to activity calendars, posters, and publications.

### **General Duties**

- Represent the Office of Student Life in a variety of forums on- and off-campus; attend, conduct, or participate in a variety of meetings as assigned
- Researches current trends and best practices for the delivery of student leadership, co-curricular and social activities, supporting the mission of the college.
- Responsible for the daily management of the Student Leadership Center, including hiring, training, and staffing of both students and contract professionals
- Provide strategic oversight, supervision and guidance to professionals in the Office of Student Life, supporting the collective mission.
- Provide effective supervision both directly and indirectly student staff
- Develop an annual operating budget and ensure that the college resources are utilized efficiently, ethically, and effectively. Monitor and maintain budgetary controls and accountability.
- Actively support the college's recruitment and retention efforts
- Exercise judgment and independent initiative; handle time-sensitive matters that require concise problem solving and a high degree of confidentiality.
- Serve on college participatory committees as assigned; attend all applicable training sessions.
- In absence of the Director, act as the building manager for the Campus Center and all its programs, services, and operations.
- Assist the Director for Student Life with the supervision of student employees by recommending personnel decisions
- Assist the Director of Student Life with all departmental or divisional strategic planning, goal setting, data collection, and assessment as needed throughout the academic year
- Assist in all aspects of office operations, including contributions to strategic planning and assessment efforts.
- Perform other duties as needed and related to the functions of the Office of Student Life

## **Qualifications**

- Bachelor's degree from an accredited college/university, preferably in the Student Affairs and Higher Education or related field
- Three years of increasingly responsible experience in a college student services program in which the applicant dealt predominantly with student leadership, campus

event management, co-curricular programming, publications and social media, student organization development, and student government.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### **Desirable Qualifications**

- Master's in College Student Personnel or Master's Student Affairs and Higher Education or related field.

## **Knowledge and Abilities**

### Knowledge of:

- Community college rules, regulations, policies and procedures pertaining to student governments
- Campus policies and procedures relating to Student Services Programs.
- Rules and regulations pertaining to the student organization application process and eligibility.
- California community college mission and philosophy.
- Training, supervision, and practices of office management.
- Principles of providing work direction and guidance.
- Database tracking methods.
- Budgeting procedures and techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and equipment.
- Basic principles and practices of fiscal, statistical and administrative research, and report preparation.

### Ability to:

- Interpret and apply State rules and regulations
- Organize, direct, and implement a comprehensive student leadership programs.
- Prepare and deliver presentations.
- Recruit strong student leaders.
- Provide work direction and guidance to assigned staff/student assistants.
- Prepare and administer a budget.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work cooperatively with other departments, offices, students, and outside agencies.
- Perform responsible and difficult technical work involving the use of independent judgment and personal initiative.
- Operate a computer and applicable software.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 25 pounds.
2	Ability to carry 25 pounds.
3	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

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(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

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(Date)