

DIRECTOR, STUDENT LIFE

JOB SUMMARY

Under general direction of the area administrator, plan, coordinate, implement, and oversee a comprehensive student life program for the District, including but not limited to Student Life, Student Government Association (SGA), Inter-Club Council (ICC), and student clubs/organizations. The Director ensures that Student Life staff are supported in delivering high-quality student engagement programs and services that align with the District's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provide leadership and supervision of student programs, including the overall functions Student Life, SGA, ICC, student clubs and organizations.
2. Implement, develop relationships, and collaborate with faculty and other district units to ensure services support student learning, and the mission statement and strategic plan goals of the district.
3. Provide leadership for the assessment of all services and student learning outcomes; including monitoring and tracking student contacts, student participation, academic status, and eligibility.
4. Provide leadership for the development of co-curricular programs/services designed to advance student success and student learning.
5. Administer student life programming across all district sites; lead and oversee the planning and execution of student life activities and events; develop, coordinate, market, and maintain the master school calendar of student activities and events; oversee the planning and organization of annual district-wide ceremonies; administer SGA Board Elections and Student Trustee Elections, and other campus-wide special events.
6. Approve promotional strategies and materials related to activities including; develop marketing plans, materials, and committee services; promote student participation in activities and events.
7. Lead development initiatives ensuring staff advise, train, and support SGA leaders through orientation, trainings, meetings, events, conferences, and retreats; design and execute various workshops and seminars on leadership development and team building.
8. Develop, implement, and recommend goals and objectives through data collection and trend analysis.
9. Participate in the maintenance and update of administrative policies and procedures related assigned area of responsibility.
10. Hire, supervise, train, and evaluate assigned personnel, including classified professionals, student workers, and volunteers; coordinate schedules ensuring adequate office coverage; ensure staff are supported effectively.

11. Assist in the development of the operating budget for assigned areas; monitor and take necessary action regarding expenditures for assigned areas; ensure accurate fiscal monitoring, purchasing, and tracking; monitor department, SGA, ICC/Clubs, and Student Representation Fee budget.
12. Oversee and assist to plan and organize SGA, ICC and ad-hoc committee meetings; serve in an Administrative Advisory role; gather and research data as necessary to support committee functions.
13. Prepare and submit monthly reports, annual report, program reviews and annual program assessment; prepare district, state, and federally mandated reports.
14. Attend program-related activities, meetings, and conferences; attend MSJC Board of Trustees meetings to support student leaders and represent SGA when appropriate; chair and represent programs and organizations as necessary; represent the department across the District and the community by participating in shared governance committees, community committees, and maintaining membership in professional organizations, as approved.
15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Knowledgeable of all policies/procedures governing student involvement at the state and local level.
2. In-depth knowledge of the Education Code, Title 5 and other administrative rules, regulations, policies, and procedures.
3. Practices of employee supervision, training, evaluation principles, recognition, and progressive discipline.
4. Appropriate organizational and management practices and processes.
5. Community college students, their diverse ethnic and cultural backgrounds and the wide variety of their ages and educational goals as found on a community college campus.

Skills in:

N/A

Ability to:

1. Perform complex multi-tasking duties that include interpreting and implementing federal and state regulations and District policies and procedures.
2. Meet deadlines and schedules.
3. Prioritize and assign workload.
4. Learn and effectively utilize various software systems that include but are not limited to word processing, database management and spreadsheet software applications.
5. Make independent judgments within established guidelines.
6. Communicate effectively both orally and in writing using interpersonal skills with tact, patience, and diplomacy.
7. Effectively address faculty and student issues.
8. Work effectively with other administrators to achieve common goals including student recruitment and retention.
9. Prepare and administer budgets for assigned program areas.
10. Establish and maintain effective and cooperative working relationships with others.
11. Collect, compile, and analyze data; prepare oral and written reports and recommendations.
12. Coordinate and collaborate effectively with students, administrators, faculty, and staff

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FLSA: EXEMPT

13. Analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals.
14. Work effectively under pressure, meet deadlines, and adjust to changing priorities.
15. Demonstrate 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.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A bachelor's degree from an accredited institution in counseling, educational leadership, student success systems, management, organizational development or a related field; AND
2. Five (5) years of full-time, professional experience in the recruitment of students, student activities, student development, student governance, or student life. Related experience must include one (1) year in a leadership or supervisory role; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

Primary function requires sufficient physical ability and mobility to work in an office setting and may travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift carry, push, and/or pull light to moderate amounts of weight occasionally lifting up to 25 pounds or more, carrying supplies, equipment; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hear in the normal audio range with or without correction.

Work is performed primarily in a standard office setting and may travel from site to site. The incumbent must be able to work in a fast-paced office environment with background noise and a high stress level. Incumbent may interact with upset individuals in interpreting and enforcing departmental policies and procedures.