

**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR OF STUDENT LIFE AND LEADERSHIP**

**DEFINITION**

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate the Student Life and Leadership programs and activities including co-curricular programs and activities; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Student Services.

**SUPERVISION EXERCISED**

Exercises direct supervision over technical and administrative support staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide leadership and direction and assume management responsibility for Student Life and Leadership programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Student Life and Leadership programs including co-curricular programs and activities; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct student activities needs analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Student Services direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for Student Life and Leadership; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Student Life and Leadership program annual budget, Associated Students of Rio Hondo College (ASRHC), and portions of the Auxiliary Service

Organization budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for Student Life and Leadership with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Dean of Student Services; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Student Life and Leadership programs, policies, and procedures as appropriate.

Supervise the Associated Students of Rio Hondo College Senate and serve as advisor; supervise and monitor club programs on campus.

Supervise the planning, organizing, and coordinating of co-curricular educational, cultural, recreational, and social activities and events on campus, including scheduling facilities, preparing work orders, and developing contract agreements.

Plan, organize, and coordinate the College-wide information booth, the Student Leadership and Success Conference, the College-wide Commencement Ceremony, the Women's History Month Conference, and the Rio Hondo College Scholarship Reception Program.

Oversee the yearly publication of the College-wide Student Success Handbook; gather and update information from various departments and services on campus and work with the publisher to meet deadlines for publication.

Plan, coordinate, supervise, and monitor the Associated Students of Rio Hondo College Senate election and the Election Committee.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Participate on a variety of committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of student activities.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of a Student Life and Leadership program.

Organizational and management practices as applied to the analysis and evaluation of Student Life and Leadership programs, policies, and operational needs.

Modern and complex principles and practices of Student Life and Leadership program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including California Education Code and Brown Act.

Student government and shared governance practices and procedures.

Parliamentary Procedures for conducting meetings.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Student Life and Leadership program.

Recommend and implement goals, objectives, and practices for providing effective and

efficient Student Life and Leadership services.

Manage, direct, and coordinate the work of technical and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Student Life and Leadership issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Student Life and Leadership goals.

Research, analyze, and evaluate new Student Life and Leadership service delivery methods, procedures, and techniques.

Provide leadership in the planning, organizing, and coordination of large scale events on campus.

Plan, organize, and design presentations, trainings, and retreats for students and the campus in general.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Student Life and Leadership programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three years of related program experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**Training:**

Bachelor's degree from an accredited college or university.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 42

**Effective Date:** May 11, 2005, January 10, 2103

**Revised Date:** February 16, 2006, January 9, 2013