



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF STUDENT DEVELOPMENT

An Academic Supervisory Position (Exempt Status)
Grade 192E

A. General Statement

Reporting to the Vice President of Student Services, the Director of Student Development is responsible for planning, developing, organizing, directing, and evaluating the Student Life and Leadership Department, Associated Students of Skyline College (ASSC), Health Services, and other closely related programs and services in the Division. Public contact is extensive and can include students, faculty, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve in a leadership role for the department, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. This is an academic manager classification.

B. Duties & Responsibilities

Duties and responsibilities include the following:

1. Provide the leadership, management, and development of programs
2. Oversee and coordinate hourly and full-time staffing activities for Health Services.
3. Oversee evaluations of faculty and classified staff in the unit.
4. Participate actively and cooperatively with other administrators to address College-wide concerns.
5. Organize and lead the unit planning and budgeting process in concert with college goals.
6. Provide leadership for departmental program reviews (Administrative Leadership Unit Reviews).
7. Lead the unit in developing and implementing processes to measure student learning outcomes in order to ensure student equity and success.
8. Recommend and participate in implementation of staff development programs for division faculty and staff.
9. Serve on designated College and District committees.
10. Direct the operation of the unit.
11. Administer collective bargaining agreements for department faculty and classified staff.
12. Participate in disaster preparedness
13. Organize and lead the unit in planning and preparation for accreditation.
14. Supervise and evaluates full-time, part-time, and hourly staff for the Student Life and Leadership Department, Associated Students of Skyline College (ASSC) and Health Services and recommends personnel actions to the Dean.
15. Plan and monitor program budgets; implement, track, and prepare reports on College budgets

16. Lead and participate in the research, preparation, application for and follow-up procedures required for grants and other external sources of funding; prepares and submits reports to the District and funding, research and other resources.
17. Serve as liaison and conduct outreach activities with the campus and the community.
18. Develop and coordinate the preparation of a variety of print materials and electronic information.
19. Participate in College planning as a member of the Management Council.
20. Perform other duties as assigned.

C. Requirements

1. Master's or Doctoral degree from an accredited institution
2. One year of formal training, internship, or leadership experience reasonably related to the administrative assignment
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff.

D. Desirable Skills & Abilities

1. Working knowledge of categorically funded programs, regulations, and related policies and procedures;
2. Experience responding to federal, state, or granting agency rules, regulations, and compliance requirements;
3. Experience with program coordination;
4. Experience with or knowledge of evaluation and assessment processes, policies, and procedures;
5. Ability to collaboratively develop innovative programs and services;
6. Experience in or preparation to advise or teach, preferably in a community college setting;
7. Ability to create and foster a cooperative team approach;
8. Ability to handle complex details and deadlines;
9. Skills in effective verbal and written communication;
10. Ability to analyze data and prepare evaluative reports;
11. Experience in the use of a variety of computer software programs to access student records, and to prepare reports and other materials;
12. Ability to develop and maintain online and manual file systems;
13. Skill in and dedication to customer service;
14. Organizational skills to facilitate the development and administration of curriculum, budget, staff development, and performance evaluation;
15. Ability to manage the unit Office and other services to assist faculty and students;
16. Ability to facilitate problem solving between departments and programs in the unit;
17. Ability to work collaboratively with faculty, staff and administration to plan and implement facilities modifications;
18. Awareness of and commitment to participatory governance;
19. Evidence of organizational skills that enable performance of duties in a timely fashion with attention to details;
20. Familiarity with and willingness to expand the use of computer-based technology appropriate to the area of the assignment.

(12/2013)