



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### STUDENT LIFE & LEADERSHIP MANAGER

A Classified Supervisory Position (Exempt)  
Grade 180E – Salary Schedule 35

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#### A. General Statement

The Student Life & Leadership Manager has professional responsibilities involved in campus student life. Under direction of the Vice President of Student Services, the Student Life & Leadership Manager serves in a variety of key roles on campus related to student activities, including strategic planning, logistics and implementation of a wide variety of College extra-curricular and co-curricular activities, special events and campus-wide programs and services, such as lectures, commencement, tours, recognition and other ceremonies, as well as a monthly College-wide newsletter. Public contact is extensive, and involves faculty, staff, students, vendors, contractors, outside educational institutions, businesses and community representatives, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. Consequences of errors in judgment could be costly in employee time and public relations; however, administrative and policy controls limit the risk of serious consequences. The Student Life & Leadership can direct the work of clerical and other staff and student assistants as assigned. The position requires flexible work hours and some evening and weekend responsibilities.

#### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Serves as the primary advisor and mentor to the Associated Students organization and to all recognized College student clubs on matters relating to planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation of programs and activities
2. Provides training to student government and club leaders on meeting protocol, applicable policies, government regulations, required networking methods, and a variety of other start-up, supervision, and follow-up activities;
3. Provides guidance in the areas of student leadership, governance and program management
4. Works closely with faculty student club advisors
5. Works closely with instructional and student services faculty members on programming campus events and activities
6. Uses a variety of computer software to produce an annual Student Handbook, create publicity materials, brochures, Web page updates and improvements, and other printed materials

7. Provides student engagement and retention activities focused on multiculturalism and tolerance to promote mutual respect
8. Participates in college outreach and orientation programs
9. Supervise the management and coordination of the Associated Students' accounting and financial record keeping
10. Trains, supervises and evaluates the work of clerical, program support and student assistants
11. Coordinates the development, evaluation and implementation of program goals, objectives, and strategic initiatives
12. Assess consequences and outcomes of program initiatives
13. Plans and maintains a calendar of events and activities, including leading and participating in publicity of upcoming student events, programs, projects, activities and services
14. Assesses needs for student activities programs and projects; identifies and compiles resource information and write grants
15. Confers with students and management staff to plan and implement a variety of funding and revenue-generating activities
16. Prepares ASCC reports for the Board of Trustees
17. Serves as a member of various College wide committees
18. Connects student leaders with the college planning processes
19. Performs other related duties as assigned

### **C. Requirements**

1. Bachelor's degree in recreation, student personnel services or a closely related field
2. Two years of related increasingly responsible work experience that has included program planning
3. Demonstrated ability to communicate sensitivity, constructively and respectfully with people of diverse genders, cultures, language groups and abilities
4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students
5. Demonstrated skill in oral communication, including public speaking
6. Demonstrated skill in written communication
8. Skill directing the work of others
9. Skill in event and project planning, implementation and evaluation
10. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR

An equivalent combination of education and experience

### **D. Preferred Qualifications**

Possession of a Master's degree is preferred

### **E. Physical/Other Requirements**

This position requires attention to detail, good memory, teamwork, ability to work under deadline pressure, moving moderate to heavy objects, sitting and standing for periods of time, oral and written communication, pushing, pulling, bending, stooping, reaching, patience and tact in order to perform the essential functions.

### **F. Knowledge, Skills & Abilities**

1. Previous experience or training in the leadership of student activities
2. Passion and motivation to engage students in their academic goals through student life
3. Knowledge of student organizational and program structure, protocol, and evaluation techniques
4. Skill in effective written and oral communication, including public speaking
5. Skill in interacting sensitively and respectfully with people of diverse cultures, language groups and abilities

6. Skill in communicating effectively with people at all levels within an organization
7. Previous experience with grant development and writing
8. Ability to communicate in another language, preferably Spanish, is desired
9. Skill in the use of a variety of computer software to compose and prepare correspondence, memoranda, presentations, publicity materials and reports
10. Demonstrated skill in multi-tasking and prioritization of high volume workloads
11. Skill in the use of a variety of computer software, including spreadsheet, presentation, page layout, and web design applications
12. Skill in event planning, implementation, coordination, supervision, and evaluation
13. Skill in fundraising, grant development, and in cultivating funding resources

(3/2015)