

# Imperial Valley College

## *Student Development and Activities Director*

### **DEFINITION:**

Under the direction of an appropriate administrator, develop, promote, and oversee student activities and events. Responsible for advising the Associated Student Government, facilitating meetings for all student organizations, and providing guidance and assistance to staff or faculty advisors of student groups. Supports the various student activities and programs in the planning of events and recognition ceremonies.

### **EXAMPLES OF DUTIES:**

- Direct, manage and evaluate the activities, programs and services of the Student Government (ASG) and Student Activities and implement appropriate methods and procedures to provide effective and successful social, cultural, and instructional activities for students.
- Prepare and administer annual program budgets for student activities; oversee ASG recommendations and justifications regarding budget requests, authorize other fund expenditures, receipts and disbursements according to District policies and applicable regulations.
- Serve as chief advisor to ASG; oversee and assist in developing a wide variety of activities, events, and programs designed for social, cultural, and instructional development of students.
- Provide leadership seminars, training and workshops for various student government organizations as well as other student groups and organizations.
- Develop, direct, and evaluate student activities and program operations; compile and analyze data related to student participation and program evaluation.
- Travel and escort students on activities and events off campus as required, including evenings and weekends.
- Coordinate and manage program activities with other student services functions and instructional programs, including Athletics; provide technical expertise and input concerning student activities; recruit and assist staff for events and activities.
- Prepare and administer the disbursement of Student Activities funds; authorize expenditures of Student Activities monies; and assist with the preparation and development of Student Life budgets in accordance with District policies and applicable regulations.
- Develop, manage, and evaluate student activities and services; enforce rules and regulations in accordance with appropriate District policies and state and federal regulations.

- Arrange for college representation at conferences and meetings concerning student groups; represent college administration at Student Government conferences; communicate with other Student Affairs program personnel, district administrators and support personnel, faculty and others to coordinate students activities and programs.
- Motivate and guide student leaders in constructive and productive activities consistent with their objectives and College goals.
- Support and direct the Student Council in establishing sound fiscal practices and building and maintaining a responsible budget.
- Generate, with the student leaders, enthusiastic and active staff support for the student activity program.
- Establish, coordinate, and maintain a broad and well-supported club program responding to the interests of the students.
- Review club activities, expenditures, minutes, budgets, and legality and propriety of meetings and activities.
- Provide positive public relations programs for student activities and campus events.
- Perform other work related duties as may be assigned.

### **KNOWLEDGE AND ABILITIES:**

#### ***Knowledge of:***

- Pertinent federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.
- Group dynamics and interpersonal communication skills.
- Basic parliamentary procedures.
- Campus governance structure and processes.
- Basic scheduling and budgeting procedures and practices.
- Report and handbook development procedures.
- District policies and procedures.

#### ***Ability to:***

- Plan, organize, and evaluate programs.
- Articulate clearly.
- Facilitate group processes with consistency and tact.
- Provide direction to student volunteers.
- Provide advice to staff/faculty sponsors.
- Coordinate activities of student groups.
- Demonstrate a sensitivity to and an understanding of the diverse academic, socio- economic, cultural, disability, and ethnic backgrounds of community college students.

**EDUCATION AND EXPERIENCE:**

Bachelor’s degree from an accredited institution of higher education with at least 2 years of experience directly related to the duties and responsibilities specified.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license (preferably a Class B license)

**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

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time and work outdoors.
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.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 50 pounds.
1 or 2	Ability to carry 50 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is a classified administrator position. This position has direct responsibility for formulating and implementing policy of the College and the District.

**CONDITIONS OF EMPLOYMENT:**

A full-time, 12-month, classified management position placed on the Management Salary Schedule at a Range 5. This position is subject to evenings hours and weekends.