

POSITION DESCRIPTION

Student Life Supervisor

Position Student Life Supervisor
Department/Site..... Student Life and Leadership Development/Student Services
FLSA..... Exempt
Evaluated by Dean of Students
Salary Range 07

Summary

Under the general direction of the Dean of Students, the Student Life Supervisor supervises an active program of campus activities, student government and campus clubs as well as oversees the daily operations of the Campus Center. The Student Life Supervisor handles multiple tasks simultaneously while working with multiple priorities, a diverse group of students and staff.

Essential Duties and Responsibilities

- Advises Student Government and Inter-Club Council.
- Oversees co-curricular campus activities.
- Coordinates and provides oversight for all campus clubs, their members and advisors.
- Supervises daily operations of Campus Center.
- Supervises discounts/benefits program for members of the Associated Students of Citrus College.
- Plans for long-term goals of student government, club and campus activity efforts.
- Monitors budgets.
- Supervises and coaches employees.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of principles of student development in higher education.
- Knowledge of theories and principles of leadership to diverse groups of students.
- Knowledge of California Education Code as it applies to student life.
- Skill in making appropriate decisions following established policies and past practices.
- Desktop publishing skills.
- Demonstrated skills in public speaking.
- Interpret, apply and explain policies and procedures to others.
- Teach theories of leadership to diverse groups of students.
- Negotiate contracts with entertainers/vendors.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.

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- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a bachelor's degree.
- Two years of full-time experience working in a college/university student affairs or student services division.

Licenses and Certificates

- Requires a valid driver's license.