



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Director of Student Life & Title IX Investigator	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	35	
HOURS PER DAY:	8	
HOURS PER WEEK:	40	
MONTHS PER YEAR:	Up to 12 months	
REPORTS TO:	Vice President of Student Services or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Responsible for planning, coordinating and directing District student life operations, activities, and programs; to develop, evaluate, and implement policies and procedures related to student life, student equity and student Title IX investigations; to provide leadership for administration in the areas assigned including the ongoing development and evaluation of student services' needs, and the promotion of various programs and services assigned. Responsible for establishing and maintaining a strong working relationship with faculty, academic deans, administrators, staff and students; and to research, develop, implement and evaluate annual outreach and recruitment campaigns, including access and equity initiatives. Manage the coordination of a wide variety of specialized student activities including cultural awareness events and celebrations, commencement, and other outreach functions that complement the District's equity goals. Manage the guidance and support to the Student Senate and various clubs and organizations. Collaborate with Title IX Coordinator to heighten an increased awareness and appreciation of Title IX and equity processes and procedures. Provide support to the Title IX coordinator and serve as the college's official investigator for potential student Title IX violations. Performs an active role in guiding, recruitment and retention of students as related to the college engagement goals and student equity initiatives. Conveys through college publications various creative and original communication strategies that create a positive image of the College to major external and internal communities. Employees in this classification receive administrative direction within a framework of general guidelines, and directs, supervises, and formally evaluates the work of management, faculty and classified staff. This is a middle management classified administrative position that requires excellent communication and strong organizational, problem solving, decision-making, and administrative skills.

TYPICAL DUTIES

Essential Functions:

- Plans, develops, organizes, and directs various student services programs, operations and activities, including student clubs and activities, categorical programs, federal programs, international students, residence life, student government, campus events, student behavior/discipline, and other related assignments.

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- Develops, implements, and evaluates policies and procedures related to student life, residence life, student equity, and outreach/recruitment.
- Under the direction of the Title IX Coordinator, develops, implements, evaluates policies and procedures related to student Title IX investigations and compliance.
- Conducts investigations for student Title IX issues and reports findings to the appropriate administrator(s).
- Supports the Title IX Committee in all issues relating to Title IX investigations of student complaints.
- Administers federal, state and local regulations and policies as it relates to student life and Title IX operations and programs.
- Supervises managers, staff and faculty in student services departments that relate to the mission and vision of student life and residence life.
- Provides direction and supervision to managers, staff and faculty to include: prioritizing and assigning work; conducting performance evaluations; ensuring managers, faculty and staff are trained; orients and informs staff of District/Department policies and procedures; and making hiring, termination, and disciplinary actions with assigned employees.
- Establishes cooperative relationships, analyzes issues, and resolves problems.
- Serves on/participates in a variety of internal and external committees, meetings and organizations, representing student life and student services programs.
- Establishes collaborative working relationships with various department managers, faculty, staff, and with community members and organizations; represent the College at various functions.
- Collaborates with other departments to establish and implement systems to evaluate the effectiveness of existing and proposed programs, strategies, materials, and/or initiatives as they relate to student life.
- Prepares annual area planning for student life programs and services.
- Prepares financial, statistical, and descriptive reports; ensures compliance with federal, state and other reporting requirements.
- Develops and manages budgets and expenditures for student life operations and programs. Coordination of categorical and District funds. Maintains compliance with Federal, State and local regulations, including District policies and procedures and insures submission of timely reports.
- Oversees processing of purchase orders for Student Senate and campus clubs & organizations, including budgetary approvals. Provides guidance in the expenditure of student organization funds in adherence to Board policies.
- Oversees the coordination of clubs and student organizations schedules. Oversees the maintenance of club and student organization master calendar of events and activities, including website.
- Manages the coordination and scheduling of tours of the Shasta College campus, and collects and records quantifiable data; analyzes, evaluates, and prepares reports on effectiveness of overall outreach functions.
- Ensuring proper scheduling, training, and supervising of student workers (e.g., tour guides and student ambassadors).
- Maintains close working relationships with the community and college staff to coordinate campus activities with other programs. Oversees the coordination and evaluation of a wide variety of specialized student activities including cultural awareness events and celebrations, commencement, and outreach functions in support of a diverse student population.
- Manages the activities and events of the Associated Student Body and the election process of officers and student representatives.
- Manages the coordination of operations to improve student life, programs and activities.
- Administers the International Student Exchange Program in conjunction with other agencies.

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- Manages the advisement of student organizations; work closely with the groups to develop celebrations on campus that engage the entire campus community in multicultural events to promote student equity.
- Receives, handles, and processes confidential information ensuring that security and strict rules of confidentiality are maintained.
- Manages and conducts all investigations in accordance with Title IX compliance and Clery Act requirements. Refers appropriate findings for potential disciplinary action to the Vice President of Student Services.
- Under the direction of the Title IX Coordinator, develops and presents appropriate Title IX and Clery Act training on investigations and other Title IX issues to faculty, staff and administrators.
- Collaborates with appropriate individuals in promoting student outreach and cultural activities, developing multicultural awareness events and in promoting the college within the different ethnic communities.
- Assesses the student service needs and assist in implementing appropriate student equity support programs in conjunction with Instruction to provide continuous improvement.
- Collaborates with outreach regarding recruitment and retention of underrepresented students and serve as a resource when prospective multicultural students visit the campus.
- Collaborates with the Associate Dean of Access & Equity and other appropriate individuals in regularly reviewing and revising the Student Success and Student Equity Plans.
- Develops, coordinates, and provides recommendations to the District on strategic recruitment for the college.
- Manages schedules and conducts some college outreach and recruitment functions in collaboration with counselors and staff members at local elementary, middle, and high schools, continuation and adult schools; works cooperatively with higher education institutions, organizations, agencies, and Shasta College extended education sites.
- Acts as an information source regarding college operational policies, procedures, and requirements; receives and interviews callers and provides information where judgment, knowledge, and interpretation of established procedures/policies are required.
- Manages the planning and implementation of student recruitment activities such as college nights, college career fairs, and other recruitment activities.
- Oversees the preparation of a wide variety of materials such as interoffice communications, promotional materials, brochures, requisitions, forms, letters, reports, statistics, special projects, and specifications, etc. from rough draft or verbal instructions and independently composes correspondence.
- Continually manages and oversees District social media campaigns in collaboration with the Marketing Department for recruitment purposes.
- Works in conjunction with the dual enrollment program to advertise Shasta College programs and develop a recruiting strategy for high school students.
- Works closely with programs and key stakeholders to enhance Shasta College's brand, elevates vision and continuously improves program branding and student offerings.
- Works with the Marketing Department to help manage public image of the District through regular media placement of stories about the college, including press conferences and Board actions.
- Serves as a liaison to the community (organizations, schools, businesses, etc.). Manages and participates in Shasta College's involvement in community events. Maintains and provides college speakers for community groups and organizations.
- Oversees the management of residence life including the operation of the residence halls, development of the student handbook, and a living-learning environment that is conducive to student success.
- Oversees general residence life counseling.

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- Attends applicable Student Services staff and committee meetings.
- Report to the President's Advisory Cabinet and other groups such as Student Services Council, College Council and Academic Senate, as necessary.
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- The principles of effectively interacting with diverse students, staff, faculty and administration.
- Campus and community-based resources to assist students.
- Current research and best practices in retention and student success.
- Demonstrated progress serving diverse populations.
- Effectively facilitating the development of institutional prompts focusing on student life and Title IX compliance.
- Principles and techniques of recruitment, media relations, public relations, and advertising communications; such as, social media.
- Program planning, development and implementation.
- Principles of leadership, management, and supervision.
- Budget preparation and analysis.
- Principles of public speaking and speech writing.
- Computer programs necessary for record keeping and databases, and desktop publishing.
- Excellent command of English composition, grammar, spelling, and editing.
- Assessment of demographic trends and adaptation of information and strategies to ensure successful, culturally appropriate outreach.
- Research, policies, programs, procedures and practices that close the achievement gap and provide access and equity for all students.
- Applicable sections of the education code, other laws, rules and regulations related to assigned activities.
- Principles, techniques, strategies, practices, trends, goals, and objectives of student life, residence life, Title IX, Clery Act and equity in public education.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.
- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and professional development.
- Title IX, Clery Act, Yes Means Yes, VAWA, student life, residence life, student equity, student success and related issues.

Ability to:

- Provide leadership in the student life area.
- Interpret, apply and enforce laws, regulations, and guidelines related to student services operations and programs.
- Prepare and present effective reports, recommendations, and correspondence.
- Develop effective outreach and recruitment plans.
- Effectively communicate in both oral and written forms and make oral presentations in a clear and concise manner for broad public appeal and interpretation.
- Handle difficult and sensitive issues and problems; resolve conflicts.
- Direct, supervise, and formally evaluate the work of managers, supervisors, faculty, and other staff members.
- Interact effectively with the public and at all levels of college employees and

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management.

- Establish and maintain effective teamwork relationships.
- Use modern office equipment, including proficiency in computers and software applications.
- Work independently, exercising sound independent judgment, setting priorities, and meeting critical deadlines; work under pressure.
- To envision, develop and maintain short and long term strategic diversity initiatives.
- Motivate staff, students, faculty, and administrators to promote a campus culture supportive of student equity and inclusion.
- To develop effective strategies in student outreach and retention.
- Demonstrate initiative, flexibility, organizational and interpersonal skills to plan, organize, coordinate and administer district-wide, comprehensive programs for all staff.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.

QUALIFICATIONS

Education Required:

- Bachelor’s degree in related field. Master’s degree preferred.
- Combination of education, training, and experience equivalent to four years of increasingly responsible experience in an educational setting.

Experience Required:

- Minimum of four years’ experience working in an educational setting.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, as well as staff and students with physical and/or learning disabilities.
- Continuously monitor changes in regulations, policies and technology related to area of management.
- Ability to work as a part of a team.

Other Required or Preferred Qualifications:

- A valid California Motor Vehicle Operator’s License, to be maintained throughout employment. Maintain a satisfactory driving record.

Special Requirements:

- Availability and flexibility for evening and weekend work.

APPROVALS

Date Created/Revised:	05-01-15
Cabinet Reviewed:	05-05-15
Board Approved:	05-13-15

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.

(AP 3410 – Nondiscrimination)