



Position: Director of Student Affairs, Student Basic Needs	Position Number:
Department/Site: Student Affairs	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Vice President of Student Affairs or assigned administrator	Salary Range: IX

DEFINITION

Under the general direction of the Vice President of Student Affairs plans, organizes, manages, evaluates, and provides administrative direction, oversight and implementation of all functions and activities of Basic Needs Services including but not limited to: Food assistance, housing, transportation, health including access to mental health support, childcare, dependent care, and technology, as well as the development of local partnerships with feeder high schools, community organizations, and businesses in meeting student basic needs and maximizing student success.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Student Affairs. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that plans, oversees, and participates in the functions, operations, and activities of the assigned college readiness programs, including short- and long-term planning and development and administration of program policies, procedures, and services. The incumbent provides assistance to the Vice President of Student Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Primary responsibilities include ensuring program compliance with federal and state guidelines and regulations in addition to College policies and procedures; budget management; evaluation of program effectiveness through measurable outcomes data; develop and implement program services that address students’ basic needs insecurities; and leads a team of staff and student workers; and fulfills grant requirements. Serves as the college liaison to state and community organizations that address basic needs and student affairs programs to enhance services provided to program participants. Provides highly complex and responsible support in areas of expertise and performs related work as required.

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the programs; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of assigned budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops and implements work plans including the recruitment and publicity plan; conducts evaluation studies and prepares annual and periodic reports to federal, state, and local agencies in support of assigned programs and services.

- Establishes and maintains relationships with school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
- Oversees the development, implementation, and assessment of student learning and/or service area outcomes.
- Interprets and applies federal and state laws governing assigned programs and services; implements, interprets, and updates student policies and procedures.
- Develops grant proposals that meet funding agency requirements and District priorities, including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.
- Attends and participates in professional group meetings and various District committees and advisor groups; stays abreast of new trends and innovations in the field of student services, special programs, and other programs and services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Student Affairs.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of fiscal management, strategic program planning and assessment.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgement in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer a variety of special student programs, services, and activities.
- Effectively represent the District and the programs in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs. (Include Website creation and maintenance)
- Understand and appropriately apply scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- A bachelor's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Three (3) years of formal training, internship, or leadership experience reasonably related to the assignment, such as experience working with disadvantaged or high-risk populations.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.