



PALO VERDE COMMUNITY COLLEGE DISTRICT

MANAGER OF STUDENT LIFE & DEVELOPMENT

NATURE OF THE POSITION

Under the supervision of the Vice President of Instruction & Student Services, plan, organize and direct the daily operations of the District's Student Life and Development programs and services; create and implement student life initiatives and programs; provide oversight of student activities and student government, Civic Center rentals, major event management, CalWORKs and outreach and recruitment; develop and prepare the annual preliminary budget for the student life and development programs; develop and assist with maintaining positive public and community relations and serve as a liaison between the community, K-12 and Palo Verde College; train, supervise and evaluate the performance of assigned staff.

DUTIES AND RESPONSIBILITIES

STUDENT ACTIVITIES AND STUDENT GOVERNMENT:

1. Serve as the manager responsible for student activities, student government, and student life at Palo Verde College.
2. Provide leadership, direction, and supervision for student activities and services including developing, organizing and advising various clubs, cultural, educational and social programs for a diverse student population, staff and community members.
3. Provide leadership, direction, and supervision as the advisor to student government; assist ASG boards with developing and organizing activities, services and promotion of events; attend ASG meetings; coordinate travel arrangements and accompanies ASG officers for student conferences; and oversee the Associated Student Government (ASG) scholarship process.
4. Supervise and coordinate the student election process; screen potential candidates; provide paperwork necessary for application for student leadership.
5. Identify and select qualified student representatives and encourage greater student participation in shared governance.
6. Provide leadership, direction, and supervision for club activities including monitoring budgets assuring proper administrative approval for club expenditures; recruit faculty advisors for clubs; provide orientation for new advisors and club officers.
7. Develop, organize, coordinate and oversee major extra-curricular and co-curricular cultural, educational and social programs for students, staff and the community.
8. Develop and promote multicultural awareness and assist with diversity awareness events.
9. Gather and disseminate information pertaining to public information and promotional events, programs and classes at Palo Verde College.

10. Serves as the liaison for student and college events between the college and local news media and assists with campus publications.
11. Assist in the coordination of student services programs and activities including new student orientation, welcome week and other activities; collaborate with other campus personnel regarding special activities and services; present an overview of campus activities to various off-campus offices as necessary.
12. Coordinate and oversee various major campus-hosted events such as Commencement and other special events and ceremonies.
13. Develop Student Handbook with coordination of all departments.
14. Develop an advertisement/marketing plan and implement for the campus.
15. Oversee the Student Activities Center and staffing including supervision of student workers.
16. Coordinate and administer student ASG/ID program.

CIVIC CENTER AND EVENTS:

1. Manage and oversee all Civic Center rental contracts and serves as the primary contact in determining Civic Center rental approvals and associated fees.
2. Oversee Civic Center events and all major events held on campus.
3. Maintain up-to-date records of all Civic Center Events.
4. Coordinate and oversee events with outside vendors from contact to completion.
5. Develop and maintain current records for facility rentals, Civic Center and all campus facilities, including rental agreements and contracts.
6. Schedule facility use for all outside facility requests (not including instructional classes or events) and coordinate the calendaring of events with appropriate staff.
7. Coordinate facility requests and work orders with Maintenance and Operations.
8. Coordinate with IT any special requests for equipment per event.
9. Coordinate staffing needs for approved Civic Center agreements and internal special events.
10. Submit waivers to the Superintendent/President for approval by the Board of Trustees as identified.
11. Provide Civic Center contract information and fee determinations to the CBO for proper billing and insurance compliance.
12. Assist with the coordination of advertisement for any major events held on campus.
13. Evaluate and make recommendations to Civic Center Rental policy and procedures as necessary.

CALWORKS (This portion of the position is funded with categorical funds and is contingent upon continued CalWORKs funding.):

1. Serve as the manager responsible for the development, planning, and implementation of the CalWORKs program,
2. Maintains compliance with CalWORKs requirements and guidelines.
3. Manage the CalWORKs budget and provide accountability for program expenditures.
4. Qualify students for CalWORKs funding.
5. Conduct job development and placement for students in the CalWORKs program.
6. Develop employability plans for CalWORKs recipients.

7. Identify and monitor clients and interface with off-campus agencies and on-campus programs and services.
8. Conduct on-site visits at companies in the area to develop career opportunities and/or internships for students.
9. Confer with faculty to screen and refer qualified students for employment.
10. Represent Palo Verde College at job fairs and when meeting with employers, community groups and other interested agencies in support of CalWORKs efforts.
11. Maintain relationships with community and other support program services both on and off campus and refer students to appropriate services.
12. Assist job applicants to enroll in job readiness skills courses.
13. Collaborate with Child Development Center Staff to facilitate the childcare needs and parental choice/voucher assistance program for CalWORKs recipients.
14. Assist in developing a working relationship with community agencies that provide assistance for childcare and with childcare providers that serve low-income families.
15. Maintain records and assist with the monitoring and follow-up of students.
16. Serve on various college and advisory committees.
17. Collaborate with the EOPS/CARE program and Financial Aid in the provision of appropriate services to students.
18. Maintain currency with the guidelines and regulations of the grant, and work within those guidelines and regulations.
19. Maintain up-to-date reports and budgets for both CalWORKs and TNF consistent with the grant requirements and/or the State Chancellor's Office requirements.

OUTREACH AND RECRUITMENT:

1. Serve as the manager responsible for the development, planning, and implementation of the college's strategic outreach and recruitment efforts, building relationships and partnerships that support the college's strategic goal of attracting and retaining a diverse student population.
2. Provide community information and educational outreach programs and serve as a community liaison to establish effective relationships on behalf of the college.
3. Oversee high school public relations to improve the college's community visibility; develop and implement recruitment strategies that promote the college to prospective students with a focus on underserved populations.
4. Plan, develop, implement and evaluate recruitment campaigns including events, public relations and materials to raise visibility of the college.
5. Research, develop, plan, and coordinate activities of community outreach programs.
6. Provide assistance in needs assessments and analysis to identify community outreach needs.
7. Coordinate the facilitation and hosting of individual and large group tours on campus.
8. Provide leadership in the development of a variety of publicity brochures and flyers; participate in the development of marketing strategies to promote campus activities and services.
9. Communicate with internal campus organizations and services regarding assistance with meetings, programs or events.
10. Attend community meetings and serve on committees appropriate to the job function and scope.

OTHER:

1. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
2. Provide technical expertise, information and assistance to the Vice President of Instruction and Student Services regarding assigned functions and student life & development programs; assist in the formulation and development of policies, procedures and programs.
3. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
4. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
5. Develop and prepare the annual preliminary budget for the; analyze and review budgetary and financial data.
6. Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.
7. Attend and conduct a variety of meetings as assigned
8. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, coordination and implementation of college Student Life and development programs, special events and services.
2. Budget preparation and control.
3. Oral and written communication skills.
4. Strategic outreach and recruitment efforts.
5. Operational characteristics, services, and activities relating to the CalWORKs and Veterans Affairs programs.
6. Principles and practices of supervision and training.
7. Event planning and management.
8. Public relations, marketing and public speaking techniques.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.
11. Operation of a computer and assigned software.

ABILITY TO:

1. Plan, organize and direct the daily operations of the District's student life and development programs, services, events and activities.
2. Train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Implement programs and services on the campus that support both the accomplishment of the college's mission.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Plan and promote special events.

9. Manage and oversee Civic Center rental contracts.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and timelines.
12. Work independently with little direction.
13. Plan and organize work.
14. Prepare comprehensive narrative and statistical reports.
15. Direct the maintenance of a variety of reports, records and files related to assigned activities

MINIMUM QUALIFICATIONS

1. Associate's degree in a related field from an accredited college or university.
2. Two years of professional experience in student activities or closely related experience including event planning, and budget management at the college level.
3. Demonstrated and effective leadership and management skills; strong organizational and communication abilities.
4. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid California Class C driver's license.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in a related field from an accredited college or university and college level course work in Management, Supervision or Public Administration.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Management position.
2. Row 3 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.