



Job Classification Description

**DIRECTOR OF STUDENT LIFE/VTC
VSC UP - SUP Bargaining Unit**

**Grade 14
EXEMPT**

BASIC FUNCTION

To oversee the programs for student life that include student activities and residential life. To carry out or participate in a wide range of student related activities, special events and operations.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, and evaluate the specific programs, functions and services of the residential life and student activities department, including operating policies, procedures and methods. Develop and modify programs/systems in accordance with student needs and institutional objectives and resources.
- Exercise full supervisory authority, directly and indirectly, Residence Hall Directors/Student Life Assistants five Hall and resident assistants. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, resolve problems, and the like. Plan staffing needs and master schedules.
- Perform a variety of key planning tasks related to the residential life programs, typically involving policy and procedure development governing student behavior, social and educational programming and scheduling, planning and coordinating emergency protocols, forecasting housing trends, making occupancy projections, marketing non-campus living to retain juniors and seniors, publicizing events, and the like.
- Oversee student housing operations, including: policy review and revision, publications review and revision, room selection, damage billing and general student housing services.
- Develop and administer student activity programs in order to ensure effective opportunities for students to enjoy a wide variety of activities designed to enhance their educational programs.
- Provide student organizations, including the Campus Activities Board and the Student Government Association with a wide range of information and assistance and serve as a resource person or advisor to a variety of student organizations.
- Participate in overall student affairs policy development. Maintain an up-to-date working knowledge of, and advise student residential life and security staff regarding alcohol policy and other safety, liability and legal issues as they affect students and residence hall and campus activities.

Director of Student Life/VTC

- Plan and conduct training programs for staff and student association executive council members.
- Maintain effective budget oversight for assigned departments.
- Provide functional supervision for one support staff within the department and student workers assigned to student life programs.
- Oversee, coordinate and/or participate in the planning and coordinating of a variety of student programs and major campus events.
- Confer regularly with student affairs department staff and other College personnel to plan, coordinate and evaluate activities/programs/ policies, exchange information, investigate and resolve issues.
- Serve as a resource for and coordinate club and organization advisors.
- Plan and administer records system for student life area and prepare appropriate reports as needed.
- Work with Director of Conference and Guest Relations to coordinate summer use of residence halls.
- Assist Dean of the College with matters of student discipline and judicial system.
- Keep abreast of current developments in residence life and student activities programs in higher education.
- Perform other duties as assigned.

- Strong interest in and enthusiasm for working with students.
- Ability to deal effectively with a wide variety of College students, staff, faculty, administrators, parents, and others, often in difficult circumstances regarding sensitive disciplinary matters. Good counseling/advising skills, as well as public speaking/presentation skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the