

DIRECTOR OF STUDENT AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Associate Dean directing student affairs, the incumbents of this class plan, implement and direct student engagement and involvement activities and functions such as student and veteran's resource assistance, new student orientation, student/faculty clubs, student leadership, community outreach, and graduation programming. Responsibility also involves ensuring adherence with all student compliance and disciplinary guidelines, including those set forth by federal Title IX regulations. Work also includes serving as liaison to the college's Faculty Student Association; hearing student grievances and making determinations on student disciplinary matters; serving as liaison to a variety of student organizations; providing technical assistance to students, faculty and college administrators, and assisting the Dean in achieving the goals and objectives of the College's administration. Incumbents direct these activities with a view towards effective student engagement, involvement, and success for their educational pursuits while ensuring the safety of students, appropriate student conduct, and effective liaison to all college departments and external agencies, to ensure a well-rounded academic experience. Incumbents exercise considerable latitude and authority in independent decision-making and in representing the department. Supervision is exercised over academic, program and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and implements a variety of student engagement and involvement activities and functions to assist in ensuring a well-rounded academic student experience at the Community College and to encourage educational as well as personal growth and development;

Investigates campus incidents and complaints from students or other members of the college community to ensure the management of all disciplinary problems in a professional, impartial, and expeditious manner;

Serves as a Conduct/Hearing Officer for the College, adjudicating alleged cases of violations to the Student Code of Conduct;

Assists in the selection of faculty and other student personnel employees to serve as Student Conduct and Hearing Officers and facilitates training, as needed;

Ensures the implementation of federal Title IX regulations with respect to student discipline and conduct by planning, coordinating and administering non-academic student discipline programs and by reviewing and evaluating existing policies, rules and regulations to improve effectiveness and to ensure continued compliance;

Responds to reports of threatening student behavior by either providing direct intervention or providing assessment reports to the appropriate campus support services;

Selects, trains and supervises Title IX Conduct Officers, ensuring compliance with state and federal law including providing training on trauma informed investigations and adjudications'

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists students who face resource insecurity by providing guidance and referral to both college and community resources and by evaluating student activities to ensure optimal use of resources; liaises with other College departments to ensure effective coordination of services, as needed;

Advises veterans in the college community on issues and areas of concern providing technical guidance and referral; liaises with other College departments to ensure effective coordination of services, as needed;

Ensure college compliance with relevant services and program reports required by local, state, or federal agencies related to veteran's services/GI Benefits, student discipline, and other services within department;

Ensures college compliance with relevant services and program reports required by local, state or federal agencies relating to student programming, travel, free speech and other student engagement and involvement activities;

Plans, administers and coordinates non-academic student life programs, including the Student Government Association, Westchester Events Board, student media organizations, recognized student clubs; serves as an advisor to these groups and boards, as assigned;

Plans, administers and coordinates a robust student engagement program at the college, to include student engagement opportunities in areas such as multicultural education/celebrations, leadership development, community building, service learning/community outreach, and co-curricular programming.

Coordinates new student Orientation, including program planning, implementation, and assessment for summer, winter, and online programs; as well as in the selection, training, and supervision of student Orientation Leaders/Peer Advisors;

Coordinates the various aspects of the graduation program; liaises with other college departments to ensure efficiency and coordinate department activities with other departments across campus;

Oversees the preparation of the Student Services and/or Student Activities budget in accordance with departmental guidelines;

Keeps abreast of current trends in the field of student affairs and higher education, particularly relating to community colleges, to ensure student involvement and engagement activities are relevant and address student needs in meaningful ways;

Consults with other college officials and staff on issues related to nonacademic student life, particularly as they relate to student engagement, involvement and first-year student transitions;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Serves as a resource for recognized clubs/organizations, including student leaders and faculty/staff advisors, by providing on-going training and support in areas that include, but are not limited to, event planning, off-campus travel, membership recruitment/retention, budget management, etc.

Assists in the selection and training of faculty/staff/administrator advisors to student clubs/organizations;

Assumes duties and responsibilities of the Associate Dean of Student Life in his/her absence;

Attends meetings, conferences and seminars, as assigned;

Assumes duties and responsibilities of the Associate Dean of Student Life in his/her absence;

Keeps abreast of current trends in the field of student personnel and education;

Represents the College with community groups and outside organizations, as needed;

Uses automated systems and other computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of educational administration, thorough knowledge of the goals of community college education and the role of student affairs in reaching these goals; thorough knowledge of rules and regulations governing student behavior and discipline; strong interpersonal skills; ability to establish and maintain effective relationships with students, professionals and the general public; ability to act promptly and calmly in emergencies; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; leadership, sound judgment; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of academic experience, two years of which involved managing student affairs;

SUBSTITUTION: A Master's Degree in the field of Education may be substituted for one year of the desired experience; there is no substitution for the specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of education as a post-secondary, degree-granting institution.