



TEMPLE COLLEGE
TEMPLE, TEXAS

Job Description

JOB TITLE: Director, Student Life
FLSA: Exempt
SALARY LEVEL: Professional Level 4
DATE: September 10, 2006

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

Under general supervision of the Division Director, Student and Enrollment Services and Student Support Services the incumbent will oversee the ongoing direction, development, delivery, assessment, and improvement of services to students and community organizations. The incumbent must be proficient in archival, retrieval, reporting, and dissemination of student information and College information. The incumbent must be familiar with laws and regulations regarding student information, including FERPA.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

Oversee the supervision of student organizations, which includes work allocation, training, and problem resolution; evaluate performance and makes recommendations and motivate students to achieve student organization goals and activities.

Direct and manage the Office of Student Life; establish strategic goals and objectives and organizational structures and activities.

Develop policies and procedures, resource stewardship and security for all student related, non-residential, and social and student organization facilities.

Develop and disseminate information for students and potential students through presentations and publications, working in conjunction with on-campus and off-campus constituents.

Develop and implement cooperative efforts with Student Enrollment Services directors to area high schools including joint admission programs, recruitment events, and on-site visits to provide innovative services to students.

Provide leadership in financial management of the departments; review and manage budget accounts; establish accounting procedures for programming and operating budgets; oversee financial transactions for student organizations; develop systems, policies and procedures to monitor expenditures by student organizations.

Serve on college committees.

Develop annual operating budgets and provides fiscal direction to the students.

Maintain and upgrade knowledge with regard to FERPA and other laws, regulations, and resolutions concerning student information and student policy.

Effect changes required for improvement.

Maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.

Upgrade professional knowledge.

Demonstrate commitment to ethics and integrity as it pertains to enrollment data, grades, and reports

Performs miscellaneous job-related duties as assigned

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree and 5 years of directly related work experience specific to the duties and responsibilities described.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Ability to simultaneously maintain current systems and, as necessary, effectively manage change both individually and within a leadership capacity. Knowledge of planning and scheduling techniques. Comprehensive knowledge of federal and state regulations including FERPA. Demonstrated commitment to the "open door" mission of community colleges. Knowledge of records archiving and/or retrieval. Database management skills. Ability to evaluate and edit the content, structure, and format of a range of written material. Ability to create, compose, and edit written materials. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to develop, plan, and implement short- and long-range goals, including annual institutional effectiveness goals. Skill in budget preparation and fiscal management. Knowledge of student registration, academic, and residency requirements. Knowledge of database construction, management, and retrieval methods. Ability to provide technical advice and information to faculty in area of expertise. Knowledge of the rules, regulations, and laws regarding student records. Skill in the configuration and use of computerized database programs. Knowledge of organizational structure, workflow, and operating procedures. Ability to use independent judgment and to manage and impart

information to a range of clientele and/or media sources. Skill in accessing internet information services. Knowledge of records retention and/or destruction policies and procedures. Ability to coordinate and organize meetings and/or special events. Ability to perform complex tasks and to prioritize multiple projects. Program planning and implementation skills. Ability to use independent judgment and to manage and impart confidential information. Knowledge of student recruitment and retention issues. Knowledge of laws, regulations, methods, and techniques in area of specialty. Knowledge of equal opportunity and affirmative action programs. Ability to develop and implement recruitment plans.

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

SUPERVISOR OF:

Admission and Records Specialists, Secretary III

DIRECT SUPERVISOR:

Division Director, Student and Enrollment Services and then
Director of Student Support Services