

Assistant Director

PD No.:PD-7659

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)
Internal Team:* ST-Student Leadership Eng & Belon - 51501
Job Code/Employee Classification:* Administrator I
Job Code: 3318

Classification Title: Administrator I
MPP Job Code: S105
Position Number:

CSU Working Title:* Assistant Director
Range/Grade: 3318-RANGE A-Grade-1

Reports to Supervisor: Carolina Alfaro
Reports To:* Executive Director
Position no: ST-10003475

Campus:* Stanislaus
Division:* Student Affairs
College/Program:* Office of the Dean of Students
Department:* Student Leadership Eng & Belon - 51501
FLSA Status: Exempt
Hiring Type: At-will
Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)
Pay Plan: 12 Months
Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Conflict of Interest:* A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

NCAA: Yes No
Is this a Sensitive Position?: Yes No
Care of People (including minors) Animals and Property: Yes
Authority to commit financial resources: Yes
Access/control over cash cards and expenditure: Yes
Access/possession of master/sub-master keys: Yes
Access to controlled or hazardous substances: No
Access/responsibility to personal info: Yes

Control over Campus business processes: No

Responsibilities requiring license or other: No

Responsibility for use of commercial equipment: No

Is this a Campus Security Authority (CSA): Yes No

Serves a security function: No

Designated recipient for crime/misconduct reports: No

Significant responsibility for Student Activities: Yes

Significant responsibility for Campus Activities: No

Job Summary/Basic Function:*

Under the general direction of the Executive Director the Assistant Director serves as a manager within the department of Student Leadership, Engagement and Belonging independently managing a portfolio inclusive student leadership development, student organizations, Greek Life, civic engagement programming and LGBTQIA+ initiatives for students enrolled at Stanislaus State.

Leading a team of employees the incumbent oversees planning, collaborates with a range of internal and external entities, provides diverse and inclusive services, and facilitates an inclusive campus climate. Acting in concert with the Executive Director the Assistant Director provides vision and guidance through which students' sense of belonging and engagement result in their persistence, retention and graduation.

Minimum Qualifications:*

EDUCATION: Master's degree from a college or university.
EXPERIENCE: Three to five years of progressive experience of directly related experience.

Required Qualifications:

Experience working at an institution of Higher Education, with relevant experience in student leadership, civic engagement, student organizations, Greek Life, under-represented minority community support initiatives, student engagement or related programs and departments.

Demonstrated leadership and managerial experience: visioning, data-driven planning and strategy, co-curricular program development, student learning outcomes, and assessment.

Strong interpersonal skills and the ability to build relationships and to communicate with an ethnically and culturally diverse community. Commitment to social justice, equity, and access.

Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; ability to write memos and letters and prepare reports.

Experienced supervisor with a philosophy of mentorship, personal accountability, and communication. Familiarity with performance management. Experience creating and facilitating staff development and training.

Knowledge and skills relating to the management of financial resources.

Ability to understand, communicate and implement regulations, codes, policies, procedures, and guidelines.

Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response.

Ability to serve as an agent of the institution for community and regional partnerships, interactions with parents and family of students, with community agencies and/or collaborators.

Excellent written and oral communication skills; competency with office technology and software.

A background check (which may include fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

Preferred Qualifications:

2 years of previous experience in one or more areas of responsibility desirable.

Knowledge of student development theory, university trends and relevant best practices.

Experience with sourcing necessary and relevant information to conduct accurate and factual research.

Experience working in a unionized environment.

Experience serving on committees or work groups.

Special Conditions:

May be requires to travel between Turlock and Stockton campus as needed.

License / Certification:

Valid California driver's license.

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

SSP IV
 Faculty Fellow
 Student Assistants/Peer Leaders

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
20	<p>Leadership</p> <p>Work with the Executive Director, serving as part of the department's managerial leadership team.</p> <ul style="list-style-type: none"> - Assist with department planning activities, signature events, workshops and trainings aligned with SLEB principles (e.g., mission, vision, priorities, strategic planning) - Act as lead manager in the absence of the Executive Director liaising with other campus leadership as warranted. <p>Provide vision, leadership, and direct oversight for the functions of the following initiatives supervising professional staff leads' daily oversight of programs as warranted:</p> <ul style="list-style-type: none"> - Student Leadership (e.g., Leadership Programs and trainings Leadership Conference, student leadership awards.) - Student Organizations - Greek Life <p>LGBTQIA2s+ Community Support</p> <p>Create an intentionally designed and comprehensive student learning and development program that is guided by relevant theories, reflective of the student population, responsive to student needs, and designed to provide universal access.</p> <p>Foster and support student curricular and co-curricular achievement by promoting program innovation and creativity.</p> <p>Support a community where students may develop holistically as scholars, citizens, and leaders; provide curricular and co-curricular experiences to develop and enhance academic success, awareness and appreciation of diversity, and civic responsibility.</p> <p>Coordinate comprehensive training and professional development for employees and provide resources and support for them.</p> <p>Serve as a university representative accompanying students who travel for professional development, training and other empowerment and educational workshops, conferences or events as appropriate.</p> <p>Promote awareness and knowledge of department services and programs. Collaborate to disseminate multi-media information materials to constituent groups.</p> <p>Serve on campus and other committees.</p>	Essential
20	<p>Planning and Operations</p> <p>Collaborate on department planning, ensuring alignment with department, division, and institutional priorities, inclusive of the strategic plan, student success initiatives, etc.</p> <p>Create and oversee the administration and assessment of the following for assigned areas of responsibility.</p> <ul style="list-style-type: none"> - Persistence, retention, and student success efforts - Student learning and developmental outcomes - Co-curricular learning objectives - Diversity and inclusion practices - Communication and messaging - Policy and procedure development, interpretation, adaptation and/or implementation - Emergency operations and contingency planning - Compliance, reporting and accountability. - Assessment and data informed decision-making. - Identification and implementation of best practices. <p>Work with the Stockton Campus to provide ongoing programs and services.</p>	Essential

15	<p>Student Leadership Development</p> <p>Develop a sequenced, multi-modal, co-curricular student leadership development initiative for the Turlock and Stockton campuses. (e.g., leadership development, certificate programs, workshops, group and individual leadership consultations, advising conferences, career planning, coaching, and mentoring).</p> <p>Collaborate to infuse student leadership development co-curriculum into a wide variety of student support services and programs (e.g. Undocumented Student Services, Male Success Initiative, Black Student Success, Clubs & Organizations, Veteran's Services, Faculty Mentor Program, EOP, Project Rebound, etc.)</p> <p>Oversee promotion and recruitment activities, encouraging participation in leadership opportunities.</p> <p>Ensure program activities align with and reflect best practices (e.g. Council for the Advancement of Standards in Higher Education, other institutions).</p> <p>Collaborate with the Coordinator for Student Organizations to provide innovative leadership development workshops for students in leadership positions.</p> <p>Plan student leadership seminars, workshops, conferences and award ceremonies. Chair diverse planning groups providing leadership and planning support.</p> <p>Oversee the university Student Leadership Awards. (e.g., nomination processes, marketing and promotion and event coordination).</p>	Essential
15	<p>Civic Engagement</p> <p>Develop and coordinate a civic engagement strategy with services and opportunities that build community; promote equity, diversity, and inclusion grounded in strengths-based practice.</p> <p>Design and facilitate servant leadership programs.</p> <p>Cultivate relationships with community businesses, schools, and social organizations across diverse communities to establish an active network of community resources and volunteers.</p> <p>Work in partnership with the Office of Service-Learning to identify volunteer opportunities, sites and protocols.</p> <p>Create and maintain a repository of volunteer opportunities. (e.g. WarriorLife)</p> <p>Oversee communications for civic engagement opportunities.</p> <p>Serve as the liaison with community partners, student organizations, campus groups, and students for volunteer events and service projects.</p> <p>Coordinate one to three annual civic engagement events, including event logistic planning.</p> <p>Organize and oversee campus Constitution Day activities each September.</p>	Essential
10	<p>Pride Programs</p> <p>Coordinate signature Pride Programs for students at Stanislaus State. Collaborate with Faculty Fellow as appropriate.</p> <p>Serve as a liaison, working collaboratively with student organizations, LGBTQ+ Mentorship Program, Queer staff & faculty associations and community entities.</p> <p>Support student-initiated activities by coordinating department guides to assist them in navigating institutional policy, process, and procedure (e.g., purchasing, risk management, food, and beverage requirements)</p> <p>Provide resources and services for students who self-identify as part of the LGBTQIA2s+ community or as an ally.</p> <p>Plan and execute activities. (e.g., engagement and belonging activities, outreach, educational and resource fairs, welcome and graduation celebration activities)</p> <p>Provide workshops, retreats and other educational and training activities, establishing appropriate content.</p> <p>Oversee communications and messaging related to the program, providing content, and disseminating information in a timely manner (e.g., social media, website, email)</p> <p>Provide consultation and mentorship as warranted.</p>	Essential

10	<p>Personnel Management</p> <p>Facilitate a fair and inclusive working environment.</p> <p>Practice ethical and impartial recruitment, hiring and supervision processes by adhering to policies, procedures, and guidelines.</p> <p>Supervise employees. Communicate work expectations to employees, conduct appropriate personnel action/resolution, and document as appropriate.</p> <p>Provide direction, guidance, and training to staff regarding the interpretation and application of policy, procedure, and guidelines.</p> <p>Engage in performance management to build collegial, high-functioning teams.</p> <p>Provide professional development and recognition opportunities investing in staff growth and development.</p> <p>Adhere to bargaining unit contracts.</p> <p>Be an advocate and agent of the department in conversation and partnerships with colleagues.</p> <p>Establish and maintain open channels of communication.</p> <p>Plan and facilitate department meetings, one-on-one discussions, work groups, retreats, etc.</p>	Essential
5	<p>Diversity, Equity, and Inclusion</p> <p>Actively prioritize diversity, inclusion, and equal opportunity goals as integral to the department's core values and engage in strategic partnerships and collaborations with key stakeholders, students, campus colleagues, and community partners to systematically dismantle barriers hindering student success.</p> <p>Support a community where students may develop holistically as scholars, citizens, and leaders; provide curricular and co-curricular experiences to develop and enhance academic success, awareness and appreciation of diversity, and civic responsibility.</p>	Essential
5	<p>Other duties as assigned.</p>	Essential

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Frequently
Crawling:	Never
Decision Making:	Frequently
Keyboarding and Mousing:	Frequently
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Frequently
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Frequently
Sitting:	Frequently
Standing:	Frequently
Stooping Kneeling or Squatting:	Occasionally
Walking:	Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	The physical demands described are representative of those that must be met by an employee to successfully perform the essential job functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Extended periods of sitting, keyboarding, and manipulating a computer mouse or similar device
Other Physical and Mental Req No.1 Frequency:	Frequently
Other Physical & Mental Requirement No. 2 Description:	
Other Physical and Mental Req No.2 Frequency:	
Other Physical & Mental Requirement No. 3 Description:	
Other Physical and Mental Req No.3 Frequency:	
Other Physical & Mental Requirements:	

Environmental Requirements

Drive motorized equipment:	Never
Excessive Noise:	Occasionally
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Frequently

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1
Description:**

. WORK ENVIRONMENT: Fast paced office environment with high traffic level. Student-centered focus and strong commitment to customer service.

Ability to maintain a flexible work schedule

Ability to drive between Turlock and Stockton

Other Environmental Req No.1 Frequency:

Frequently

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: