



Director of Student Life

E00093

WHY WORK AT SPSCC?

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision,

Position type: Exempt
Salary: \$57,008.00/year
Opens: May 18, 2017
Closes: Open until filled; Priority review date: June 15, 2017
Location: [Main Campus; Olympia, WA](#)

South Puget Sound Community College seeks a creative, dynamic, and collaborative individual to fill the position of Director of Student Life in the Student Services division.

The Director of Student Life reports to the Dean of Student Engagement & Retention, and provides leadership and manages the functions of the Student Life Department. Exercising discretion and independent judgment, this position is responsible for the oversight, development, and evaluation of departmental objectives, the evaluation of professional and student staff, implementation of College policies and procedures, and departmental growth initiatives.

A flexible working schedule is required as the position may require some evening and weekend work.

KEY RESPONSIBILITIES

The Director serves as the lead administrative supervisor to the Student Life Department and is responsible for the following:

- Lead program development and engagement strategies on behalf of the Student Life department.
- Ensure compliance with college, state, and federal rules pertaining to students.
- Supervise full and part time staff including: recommending for hire, providing training and professional development programs/opportunities, assigning duties, and providing timely evaluation.
- Plan and implement a recruitment plan for hiring a student employee Leadership Team; including, but not limited to: Campus Activities Board, ASB Student Senate, Student Graphics/Publicity; partner in recruitment and hiring for The Sounds Student News Team.
- Supervise, advise, and direct the selection and hiring process for the Campus Activities Board.
- Serve as the advisor to the Campus Activities Board event coordination staff. Direct program staff in the development and implementation of an annual calendar of student activities and programs consistent with the mission of the College and the Department. Program development includes: program proposals, planning, organizing, implementing,

life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the [State Board Retirement Plan](#) (SBRP) and [Department of Retirement Systems](#) (DRS). Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to [Washington Health Care Authority](#).

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes 24 days of vacation, 11 paid holidays, and 12 days of sick leave

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

assessing and evaluating a comprehensive calendar of social, recreational, educational, cultural, and community programs for SPSCC.

- Oversee the scheduling and set up for all events in the Student Center, including arrangements for support services and maintaining equipment inventory.
- Advise and monitor the progress of Campus Activities Board members; review upcoming events, meet weekly with CAB members, and cultivate leadership development activities for student leaders.
- Independently assess and evaluate student employee performance, expectations, and initiate disciplinary action and position termination as necessary.
- Oversee the front desk operations, staff, scheduling, and functions; responsible for selection/hiring process of front desk staff.
- Co-advise the Student Senate; assist with program coordination of Senate sponsored activities.
- Attend and oversee all Student Life sponsored events held on and off campus in a supervisory capacity; including evening and weekend programs. Assure appropriate set up, use and storage of equipment, monitor performers hired by the College, and ensure compliance with appropriate College policies.
- Negotiate contracts and arrange for all Student Life guest artists, speakers or performers on behalf of the College.
- Advise, supervise, hire, and direct the work of the Graphics/Promotions staff, as well as Web/Social Media positions.
- Supervise student media graphics and approve all publicity materials distributed on behalf of Student Life.
- Recommend, manage, and administer the budget for Student Life; assure fiscal responsibility of the Services & Activities Fee budget by advising student organizations in the development of annual budgets, monitor expenditures to ensure compliance with approved fiscal guidelines. Assist with annual S&A budget development process.
- Responsible for maintaining accurate records of expenditures for S&A Fee funded programs. Generate payment vouchers and purchase requisitions as needed.
- Serve on behalf of the Dean of Student Engagement & Retention overseeing Student Life in his/her absence.

Develop, implement, and assess student leadership programs

- Develop curriculum and implement annual cycle of leadership training and development.
- Coordinate student leadership staffing and programming for quarterly Welcome Weeks.
- Provide an active program of student clubs and organizations by promoting available opportunities; identify faculty and staff members to serve as club advisors, assist clubs/organizations in the

development of annual budgets, train club officers to follow approved budgetary procedures.

- Oversee the charter approval process of student clubs and organizations. Monitor club/organization budget expenditures, provide support and oversee club activities as necessary.
- Responsible for annual summer leadership orientation & training program for student employees.
- Provide leadership for the development, writing and/or revising student publications such as the Club Handbook and Student Handbook.

Serve as lead Student Life liaison to the campus and community

- Develop and maintain positive working relationships with diverse agents and performers, as well as SPSCC faculty and staff to provide successful events and activities for students that are relevant to current instruction and student interests.
- Work closely with the Diversity & Equity Center, Athletics, International Programs, Counseling, and other departments to collaborate on campus events, activities and programs.
- Represent Student Life at a variety of activities such as classroom visits, presentations, or other outreach initiatives on behalf of the department.
- Actively create partnership and linkages with other community colleges through participation and leadership in the Council of Unions and Student Programs; actively engage the ASB Student Senate and Campus Activities Board with other colleges in statewide student efforts.

MINIMUM QUALIFICATIONS

- Master's degree in Leadership, Higher Education, Student Development or related field.
- Two or more years of professional leadership experience in Student Activities.
- Experience managing multiple programs with high demands on schedule and time.
- Experience supervising and training staff and student workers.
- Ability and temperament to work well in a fast-paced, high stress environment, managing competing priorities and demands.
- Ability to exercise good judgment in evaluating situations, solving problems and making decisions.
- Excellent communication skills and the ability to present in front of groups, work well with others, and function as a team member.
- Advanced knowledge of computers and software applications, specifically MS Office suite: Word, Outlook, Excel, and PowerPoint.

- Commitment to a working environment that values a diverse academic environment, inclusive of students, faculty, and staff of diverse cultural, socioeconomic, and educational backgrounds.

PREFERRED QUALIFICATIONS

- Leadership experience working with Student Activities Programs in a community college environment

SUPPLEMENTAL QUESTIONS

Your responses to the following questions are required as part of your application for this position; not to exceed two (2) pages.

1. Please describe your leadership experience working with student clubs and managing multiple events in a college setting.
2. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
3. Please list your intermediate and advanced skill level in the following Microsoft applications, and **describe** some of the functions that you have utilized in prior experiences with them:
 - a) Word
 - b) Excel
 - c) Outlook
 - d) Other software or database applications you have used
4. How do the various operational components of this position support student learning, success and completion?
5. Please describe how you will contribute to the diversity of this campus.

HOW TO APPLY

Interested candidates may apply by submitting the following required items:

1. [Completed SPSCC Employment Application](#)
2. Letter of application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement.
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications.
4. Responses to the 5 Supplemental Questions above.
5. Copies of unofficial transcripts.

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512

