

Campus Life & Student Learning Manager

DEFINITION

Under the direction of the Associate Dean of Student Services or designated administrator, the Campus Life & Student Learning Manager is the advisor to Associated Students (ASMJC), plans, oversees, and manages the administrative activities and operations pertaining to the Associated Students, including budget management, all pertinent administrative and classified personnel actions.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Associate Dean of Student Services or designated administrator.

Provides direct supervision to Campus Life staff and student employees.

DUTIES

- Provide leadership to assigned programs in Campus Life & Student Learning, which may include ASMJC, Campus Clubs, Project LEAD, Project GIVE, and other selected Campus Life programs and activities.
- Plan, coordinate, and evaluate co-curricular student activities, events and programs; oversee student government association budgets; serve as a liaison between student government and administration, faculty, and staff; attend student senate meetings; and mentor students in leadership roles associated with ASMJC.
- Develop and monitor departmental plans and budgets.
- Maintain compliance with local, state and federal guidelines related to Student Services programs.
- Develop and maintain data on department programs and activities.
- Maintain records and submit reports to the college and appropriate external agencies. Development and lead operation of a comprehensive Campus Life program, including Associated Students, Inter-club Council, student clubs, student organizations, student engagement, student activities, co-curricular programs. Attend student senate meetings; and mentor students in leadership roles associated with ASMJC.
- Foster an inclusive campus community that promotes developmentally appropriate, active learning environments outside the classroom to meet the needs of a diverse student population and promote student equity.
- Plan, coordinate, and evaluate campus special events, activities, and conferences including but not limited to African American Conference, Hispanic Education Conference, Women Empowerment Conference, MJC Commencement, MJC Graduation Luncheon.
- Foster an inclusive campus community that promotes developmentally appropriate, active learning environments outside the classroom to meet the needs of a diverse student population and promote student equity.
- Other duties as assigned within the scope of this assignment.

TYPICAL WORKING CONDITIONS

- *Work is generally performed in a standard office environment.*
- Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Effective instructional, student development and instructional support practices at the community college.
- Current issues related to student services, instruction and articulation for the success of all students.
- Sensitivity to and interest in the critical role of student support service to the success of community college students, faculty, and staff.
- Understanding of and commitment to shared governance.
- Effective written and oral communication skills.
- High degree of professionalism and integrity.
- Efficient administrative practices through an integrated approach to planning, budgeting, and scheduling
- Understanding of good pedagogical practices for adult learners.

Ability to:

- Work in a collaborative manner as a team member in division, college and district-wide activities and projects.
- Support of the comprehensive community college mission.
- Demonstrate commitment to community and campus activities.
- Develop effective educational, student support services and student development programs to meet the needs of the College.
- Manipulate relevant technology to access, analyze and report relevant data and other programmatic information.
- Effective budget management practices, with special emphasis on categorically funded programs.
- Collaborate with others to strengthen intra-College, community, and District-wide staff relations.
- Support staff development, achieve hiring success, enhance evaluation, recognize and mitigate personnel issues, and resolves conflicts.
- Develop and nurture an effective student/learner center environment.
- Demonstrate experience working with student services programs at the college or university level

EXPERIENCE AND EDUCATION

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- **Education:** Possession of a Master's Degree in Education, Counseling, Psychology, or Social/Behavioral sciences or closely related field.
- **Experience:** One year of successful administrative experience in related field, preferred at the community college level.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work, ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.