



## POSITION DESCRIPTION

**TITLE:** Assistant Director, Student Leadership & Campus Life      **CATEGORY:** Professional

**FLSA STATUS:** Exempt      **GRADE:** D

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**JOB SUMMARY:** Assist the Director in overseeing, developing, implementing, and monitoring activities and programs related to Student Leadership and Campus Life.

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Implement and oversee social, cultural, and student organizational activities. Coordinate and publish a district wide student activities/leadership/Student Government Association (SGA) activity calendar. Serve as a student liaison.	40%
2. Coordinates a variety of fiscally related task to include monitoring expenditures, verifying charges, and resolving issues. Order and purchase necessary equipment and supplies. Report and schedule service for non-working equipment and/or facilities.	25%
3. Supervise the daily operations of the five student leadership and campus life offices at each campus including staff development, support, and guidance. Implement internal operational standards, policies, and procedures. Develop and maintain an automated database for tracking staff assignments, schedules, department statistics and related information.	20%
4. Manage district's identification card system for students including issuing the cards and maintaining supplies and equipment.	10%
5. Perform other duties as assigned.	5%

**SUPERVISORY RESPONSIBILITIES:** Direct supervision of staff assigned

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree.

**EXPERIENCE:** Four (4) years of related experience.

### **SPECIAL CONDITIONS:**

This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures

### **SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Strong interpersonal skills;
- Good communication skills, both oral and written;
- Experience planning and coordinating events;
- Experience managing and supervising staff;
- Effective communication and problem-solving skills.

**2. Equipment Used:** Personal Computer, Identification System, and other equipment associated with an office environment.

**3. Software Used:** A variety of graphic, spreadsheet, word-processing, database, e-mail, and presentation software.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift or move up to 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

### **WORKING CONDITIONS:**

Job is performed in general office or comparable working area with many and frequent distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*