



POSITION DESCRIPTION

TITLE: Associate Director, Student Leadership & Campus Life **CATEGORY:** Professional
FLSA STATUS: Exempt **GRADE:** F

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

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

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Develop, implement, and manage the social, co-curricular, and student organizational activities. Coordinate and publish district-wide student activity, leadership, and Student Government Association (SGA) activity calendar. Serve as a student liaison. Act on behalf of the Director during the Director's absence. Assist with the El Paso Community College (EPCC) Student Government Association as the co-advisor.	40%
2. Coordinate a variety of fiscally related tasks to include monitoring expenditures, verifying charges, and resolving issues. Order and purchase necessary equipment and supplies. Report and schedule service for non-working equipment or facilities.	25%
3. Supervise the daily operations of the five student leadership and campus life offices at each campus, including staff development, coverage when needed, and guidance. Implement internal operational standards, policies, and procedures. Develop and maintain an automated database for tracking staff assignments, schedules, department statistics, student engagement/ event attendance, and related information.	20%
4. Assist with the day-to-day operations of the Tejano Mercado, Student Ambassador programs, and all Student Leadership and Campus Life initiatives. Provide guidance and direction to Student Organizations and Student Clubs, including assisting when needed in the New Student Orientations department, at events, or with presentations.	
5. Responsible for the management of the district's identification card system for students and staff, including issuing the cards and maintaining supplies and equipment.	10%
6. Provide direction and guidance to assigned staff, including orientation, performance evaluation, professional development, coaching, or counseling.	
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Direct supervision of staff assigned.

BUDGET RESPONSIBILITIES: Departmental budget

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Six (6) 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:

- Knowledge of campus and District resources;
- Ability to devise and/or adapt procedures/policies to changing organizational needs;
- Ability to anticipate issues and take appropriate action to impede problems from occurring;
- Excellent analytical and problem-solving capabilities;
- Ability to work under time constraints;
- Ability to research and evaluate information;
- Proficient with Microsoft Office;
- Experience generating reports;
- Excellent written and verbal communication skills;
- Excellent listening skills and strong positive interpersonal skills to support effective interaction with students, faculty, staff administrations, and the general public;
- Knowledge of co-curricular based programs;
- Excellent planning and coordinating skills for events and activities;
- Experience supervising and managing personnel;
- Ability to review and recommend budgets;
- Ability to generate and conduct presentations.

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*