



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Cherokee Campus	Created on: 6/1/2024 Revised on: June 1, 2024
-----------------	--

Job Title	Salary Schedule	Grade	Job No.
Campus Director	C3	TBD	AD9969
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Student Services	Exempt	No	Yes

JOB SUMMARY: The Campus Director is responsible for the day-to-day operation of the campus. The Campus Director works collaboratively to implement strategies affecting enrollment and student activities.

QUALIFICATIONS:

- ◆ Bachelor's Degree **required**
- ◆ Master's Degree *preferred*
- ◆ Minimum three (3) years' experience in education and student engagement **required**
- ◆ Effective communication and interpersonal skills
- ◆ Ability to coordinate activities between individuals, departments and agencies
- ◆ A commitment to the teaching-learning process of the College and the open-door admission process

DUTIES:

- ◆ Collaborate with student services and instructional units to:
 - plan events designed to develop and sustain positive community relations to include business, industry, secondary school systems, community and civic organizations
 - develop and implement workshops, seminars, and recruitment activities including campus tours for prospective students
 - plan and implement student recruitment, enrollment, marketing, and orientation activities for students, including collecting and analyzing data relevant to recruiting, enrollment, and retention outcomes and evaluating overall program effectiveness
 - provide, organize and evaluate a balanced student activity and involvement program that complements and supplements the mission of the College and focuses on student learning, and maximizing opportunities for student engagement

- ◆ Collaborate with college administration on capital facilities renewal, maintenance, security, activities for the campus, and report any issues to the appropriate administrator
- ◆ Collaborate with marketing and public relations to coordinate, prepare, and disseminate publications related to student clubs and student activities
- ◆ Coordinate with deans, division chairs, and academic liaisons in the development of campus class schedules
- ◆ Collaborate with campus police and security to implement campus safety procedures
- ◆ Demonstrate a commitment to shaping environments in which students are trained and mentored as campus and community leaders, including but not limited to, preparing and chaperoning students who have been identified to attend Leadership Institutes and other student professional and personal developmental programs
- ◆ Serve as an advisor for campus specific student organizations as needed or directed
- ◆ Implement goals, objectives, policies, operating procedures and complete Unit Strategic Plan assignments and evaluate outcomes for the campus
- ◆ Maintain appropriate records and files related to campus operations
- ◆ Monitor and direct changes required for improvement on the campus
- ◆ Serve as the campus liaison to the President and cabinet members
- ◆ Address student complaints and concerns and communicate with appropriate administrators on all complaints
- ◆ Serve on committees as appointed
- ◆ Manage assigned budgets
- ◆ Perform other related duties as assigned
- ◆ Comply with all policies of the College and the Alabama Community College System

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ Manual Dexterity: Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ Lifting: Ability to lift and carry materials weighing up to 20 pounds
- ◆ Communication: Clear and effective verbal and written communication skills are essential

Work Environment:

- ◆ Setting: The position is based in a typical office environment within an educational institution
- ◆ Travel: Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ Schedule: Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs
- ◆ Interaction: Regular collaboration with various departments, faculty, staff, and external partners

Reviewed by: Dean of Student Services 2/20/25
Director of Human Resources 2/21/25

Employee Signature

Date