

GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Position Title: Director of Student Life

Supervisor's Title: Associate Dean of Student Services

JOB SUMMARY: Provide administrative guidance with a primary responsibility of presenting a safe, residential learning environment for students residing in Fowler Hall. The Director of Student Life will manage administrative and operational functions; inform residents of residence hall policies; select, hire, train, and evaluate Residential Assistants; supervise residents; provide guidance and set expectations. The Director will provide a systematic program of activities and events that promote student engagement for residential students.

ESSENTIAL FUNCTIONS:

1. Operate and maintain a 110-bed residence hall facility.
2. Prepare and manage departmental budget for Fowler Residence Hall.
3. Supervise support staff, resident assistants, and the Residence Hall Council (RHC).
4. Assess and deliver staff and resident assistant training as needed.
5. Execute required safety drills.
6. Maintain accurate records/documents; safeguard confidential files.
7. Manage multiple priorities and assignments daily; prepare and submit scheduled operational reports.
8. Develop a program of student activities to promote student engagement in partnership with Enrollment Services and the Associate Dean of Student Services.
9. Responsible for SACSCOC compliance and specialty accreditation compliance of all programs / services in departments / offices in assigned area of responsibility.
10. Comply with all policies of the Alabama Community College System and the College.
11. Perform other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

1. Bachelor's Degree in Counseling / Advising, Education, or related field preferred.
2. Two years working with college students in academic or career service capacity preferred.
3. Knowledge of student engagement, student success, and retention.

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

None

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Effective oral, written, and interpersonal skills.
- Effective planning, organization, multitasking, and leadership skills.
- Ability to perform tasks requiring sound judgment and decision making

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

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 particular 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.