



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Job Description Director of Student Development

Employee Name: **Vickie Williams**
Date Employed: April 19, 2004
Employment Status: Non-probationary
Department: Student Development
Location: Wilson Hall
Supervisory Responsibility: 1 clerk, 2 recruiters, 1 part-time employee; others as assigned.
Reports to: Dean of Student Services

FLSA Status: Exempt

SUMMARY

This position has primary responsibilities for student outreach to the community, student events and activities, and student support services. First, this position is responsible for sponsored student interaction with the surrounding community. Secondly, this position is responsible for coordinating policies, procedures, programs, and services that affect students with disabilities. Next, this position is responsible for the overall planning, guidance, supervision and vision for student leadership programs, activities, and events. Finally, this position provides planning, coordination, and implementation for campus tutoring services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the dean or his/her supervisor.

1. Regular and predictable attendance.
2. Serve as the liaison between the college and students, and external agencies and institutions participating in projects and services provided at the college.
3. Coordinate the external activities for student leaders' interaction with the community.
4. Represent the interests of students at appropriate meetings and on institutional committees.
5. Coordinate all student activities on campus.
6. Assist leadership students in planning, developing, budgeting, and implementing appropriate programs, activities and events for the campus community.
7. Manage the student activities budget.
8. Deliver tutoring and other supportive services to students.
9. Assist in the recruitment, employment, and training of departmental personnel.
10. Evaluate all departmental personnel annually as required.
11. Manage and control the departmental budget and finances.
12. Perform other duties as assigned.

AMERICANS WITH DISABILITIES ACT (ADA) DUTIES AND RESPONSIBILITIES include the following:

1. Advocate for the needs of students with disabilities to the campus community.
2. Coordinate policies, procedures, programs, and services that affect students with disabilities.
3. Conduct ADA screenings and counseling.
4. Assist faculty in making necessary classroom adjustments and curricular adaptations for students with disabilities; assist staff in making co-curricular adaptations for program accessibility.
5. Conduct ADA ongoing student monitoring.
6. Prepare written reports, verbal presentations, and policies and procedures as requested by the Dean of Student Services.
7. Maintain records and reports required by the College, state, and federal agencies.
8. Perform other ADA duties and responsibilities in compliance with the law.

OTHER DUTIES AND RESPONSIBILITIES

1. Adhere to all policies and procedures set forth by the College.
2. Maintain confidentiality of identified sensitive information and of departmental information.
3. Remain current in and enhance professional knowledge and skills through professional development and continuing education.
4. Interact with and serve diverse student and employee populations in a courteous and friendly manner.
5. Adhere to College standards of professionalism and confidentiality, including courteous and friendly interaction with other CVCC employees.
6. Maintain appropriate work hours as outlined in State and College policies and assigned by the Dean of Student Services or his/her supervisor.
7. Recruit potential students, both traditional and nontraditional, to the College, and assist in retention efforts.
8. Represent the institution in a positive manner.
9. Participate in advance registration, regular registration, and schedule adjustment as assigned.
10. Serve on committees as assigned.
11. Participate in graduation.
12. Participate in the College's planning process.
13. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervise one clerk, two recruiters, and one part-time hourly employee. In addition, supervise student workers and part-time tutors as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university. Must possess three years of professional experience and two years of experience in program administration in an educational setting.

LANGUAGE SKILLS

Ability to read, analyze, and interpret incoming and inter-office information. Ability to read and understand oral and written information submitted. Ability to interpret and comply with federal regulations. Ability to provide effective presentations both on and off campus. Ability to effectively respond to questions from supervisors, faculty, staff, students, and the general public. Effective oral and written communication skills; proficiency in the English language.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES

Must be organized, independent and self motivated. Ability to operate a computer and work with various software, such as Microsoft applications, and maintain familiarity with campus software requirements. Ability to operate a telephone, copy machine, and fax machine. Ability to meet the public in a friendly and receptive manner. Ability to understand federal ADA laws, as well as complex reporting requirements and federal funding requirements, policies, and procedures. Ability to complete an assigned task in a safe manner and in a constant state of alertness. Ability to work a flexible, nonstandard work week.

LICENSES OR CERTIFICATIONS

Valid driver's license. The employee could, on occasion, be required to drive an automobile or other state vehicle in order to carry out the duties of the position. Driving a state-owned vehicle requires a valid driver's license.

WORKING CONDITIONS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

The employee will work inside in an office/classroom environment. The employee must follow all safety requirements carefully.


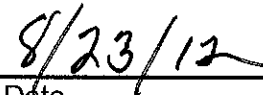
Hazards: None known.

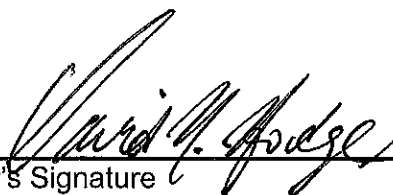
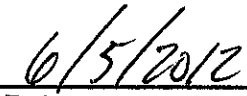
Personal Protective Equipment: The employee is not required to wear personal safety equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Chattahoochee Valley Community College will make reasonable accommodations for qualified disabled employees and encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources department.


Employee's Signature 
Date


Supervisor's Signature 
Date