

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



DIRECTOR OF STUDENT DEVELOPMENT AND ATHLETICS

FLSA: EXEMPT

POSITION DESCRIPTION: Under the direction of the Dean of Student Services, the Director of Student Development and Athletics is responsible for planning, directing, and coordinating the operations of student activities on campus, including but not limited to student government, students clubs and organizations, graduation/commencement, student discipline, student recruitment, and the intercollegiate athletic program.

EXAMPLE OF DUTIES:

- Plan, direct, and review the student activities programs, implement program goals and objectives; recommend and administer policies and procedures.
- Prepare and distribute information related to activities sponsored by student organizations; develop and maintain a calendar of student events and coordinate with other campus events.
- Represent the student activities programs in a variety of meetings.
- Recruit, organize, and advise a variety of student clubs and organizations.
- Recruit and facilitate student participation in student government; serves as the advisor and general coordinator to student government; promote student participation in student government.
- Participate in the development and administration of the student activities program budget, materials and supplies, and monitor and approve related expenditures.
- Develop, write, edit, and distribute the student handbook.
- Plan, direct, and organize graduation/commencement ceremony.
- Organize and administer all programs of intercollegiate competition in men's and women's sports.
- Conduct regular meetings and trainings to promote strict adherence to conference and state athletic rules, regulations, and codes.
- Prepare and manage the annual budget and monitor all athletic-related expenditures in a fiscally responsible manner.
- Organize the athletic department to achieve maximum efficiency in the utilization of staff, funds, and facilities and ensure appropriate and equitable distribution of funds and use of facilities between men's and women's sports.
- Implement federal, state, and local policies and procedures governing student discipline and intercollegiate athletics.
- Coordinate all activities related to the scheduling of all athletic events, facilities, and transportation as necessary.
- Participate in the selection, supervision, and evaluation of the coaches, support staff, and athletic trainers.
- Represent the Compton Center and the athletic program to the community, conference, and the California Commission on Athletics.
- Prepare local and state reports and coordinate program review and student learning outcomes.
- This position will include assignments at off-campus sites, days, evenings, or weekends.
- Perform other duties as assigned or necessary in the management of student activities programs, collegiate athletics, and student recruitment.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Commitment to the academic development of all student-athletes and to the mission of the College.
- Organizational, administrative, and financial management skills.

ABILITY TO:

- Interpret and apply National Collegiate Athletic Association, California Commission on Athletics, and other related conference rules and regulations.
- Direct and supervise the work of staff to maintain effective and cooperative working relationships.
- Demonstrate sensitivity to and willingness to work with students from diverse academic, socioeconomic, cultural, and ethnic backgrounds, and students with disabilities.

REQUIRED QUALIFICATIONS

- Master's degree in any field of study.
- Sensitivity and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS

- Administrative experience at the community college or university level.
- Experience supervising professional staff.
- Working knowledge of student programming and student development.
- Demonstrated experience working with individuals from diverse backgrounds.
- Strong organization and communication skills.
- Strong computer skills.
- Ability to work flexible hours.
- Ability to perform job description.
- Clean driving record and possession of a current California Driver's License.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.