

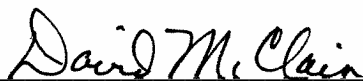
## DIRECTOR OF STUDENT AFFAIRS

The Director of Student Affairs is a key member of the Vice Chancellor's management team and performs progressively responsible administrative work in the overall planning, organization, direction and evaluation of the specific areas of assignment and responsibility (e.g. student activities; student union; childcare services; pre-college access services; disabled student services; women's center; minority student services; student housing; residential life).

The Director of Student Affairs provides leadership and vision for the programs, services, activities, and facilities of the assigned areas of responsibility. The Director oversees a variety of programs, activities and services directed toward promoting student learning, satisfaction and success. Inherent in this position are significant administrative, advising, and instructional responsibilities aimed to promote student learning through the management of personnel, physical resources, and budgets of the assigned areas of responsibility. Work includes providing leadership, supervision and evaluation of assigned personnel and implementing effective management strategies to fulfill the goals and objectives of the assigned areas of responsibility.

The Director of Student Affairs is responsible for planning, developing, organizing, implementing, directing and evaluating programs, policies, procedures, services, facilities, and activities of the assigned areas of responsibility. Work requires considerable contact with a wide variety of individuals and groups where effective working relationships must be established and maintained with senior executives, campus administrators, students and student groups, campus governance groups, faculty and staff, private vendors, representatives of other government agencies, and community groups. Work also requires the Director of Student Affairs to possess experience and knowledge relative to fiscal and budget management, facility & property management, and student affairs administration in higher education. Work is reviewed through oral and written reports, observation of results obtained, and one-on-one conferences.

The establishment of the class, Director of Student Affairs, is approved.



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David McClain  
President

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08/29/06

Date