

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**

Position: _____

Department: _____

Time (FTE): _____ Term (months/year): _____

Work Schedule (Days, Hours): _____

Salary Schedule (Range): _____

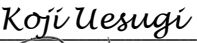
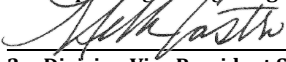
Background and Rationale (use back of form if additional space is needed): _____

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

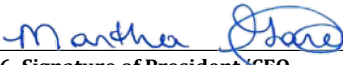
Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): _____ % Amount \$ _____

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding**Duration (if grant/temporary funded):** Beginning date: _____ End date: _____**Comments:** _____**Signatures:**
1. Requesting Manager Signature _____ 3.1.2024
Date
2. Division Vice President Signature _____ 3.4.2024
Date3. Chief Compliance/Budget Officer Signature _____
Date
4. Human Resources Signature _____ 3/5/24
Date
5. Vice President, Human Resources _____ 3/8/2024
Date☐ Funding available ☐ Funding not available Position Number: MAT979 Contract Number: 121037**Comments:** _____**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____


6. Signature of President/CEO _____ March 12, 2024
DateContinued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

Newly Funded Position Fiscal Year _____

No Existing Job Description
(Attach Draft of **New** Job Description)☐ Classified Confidential
☐ Supervisory Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

EZ Salary Projection FY 2023-24 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	AM
Enter salary range	15
Enter months of employment	6
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$120,779

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

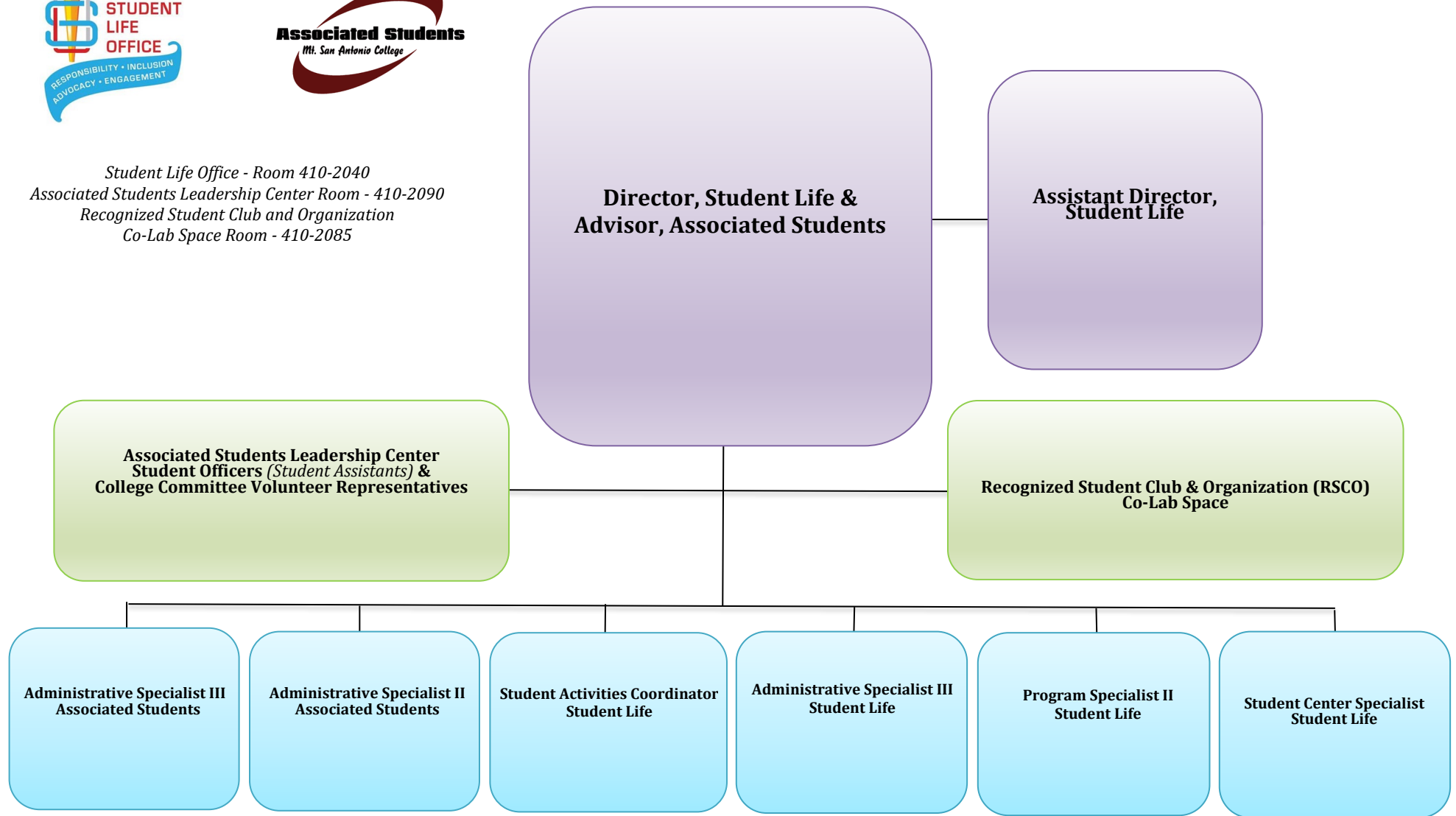
For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 11.21.23 (included 4.11% in CSEA 262, Confidential and CSEA 651)

**Student Life Department
Organizational Chart as of March 2024**



*Student Life Office - Room 410-2040
Associated Students Leadership Center Room - 410-2090
Recognized Student Club and Organization
Co-Lab Space Room - 410-2085*



DIRECTOR, STUDENT LIFE

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Student Life Department, including the Student Life Office and Student Center, Student Awards Ceremonies, Inter-Club Council, and Student Leadership Institute; provides guidance to Associated Student leaders in areas such as leadership development, budget management, and implementation of Associated Students Constitution, By-Laws, and Directives; serves as primary point of contact for student discipline and student grievances; coordinates assigned activities with other District divisions and departments, officials, and outside agencies; provides highly responsible and complex professional assistance to the Dean, Student Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Student Services. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Student Life Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Dean, Student Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Dean, Student Services in that the latter oversees the programming and administration of several programs within the Student Services Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes full management responsibility for all Student Life Department programs, services, and activities, including the Student Life Office and Student Center, Student Awards Ceremonies, Inter-Club Council, and Student Leadership Institute.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
3. Manages and participates in the development and administration of the department's and Associated Students annual budgets; directs the forecast of additional funds

needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

4. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
5. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
6. Supervises the process, timeline, and adjudication of all discipline reports and student grievances; meets with students; gathers data, establishes timeline of events, and determines findings; completes reports and forms; attends and presents cases at disciplinary and grievance hearings.
7. Interprets and applies State and Federal laws applying to student records, fees, governance, and disciplinary process, as well as, California community colleges; implements, interprets, and updates student policies and procedures.
8. Attends meetings and supervises student government and advises and counsels student leaders on student senate, student court, elections committee, and executive board.
9. Coordinates and provides supervision for student conferences and various Associated Students sponsored events; coordinates student travel.
10. Oversees and directs the maintenance and inventory of equipment in the Student Center; monitors various student activities and center operations.
11. Supervises Inter-Club Council and campus clubs.
12. Plans and organizes annual student leadership conference, including travel, workshops, lectures, and guest speakers.
13. Supervises the coordination of the student leadership certificate program, housing referral program, and campus lost and found program.
14. Plans, organizes, and participates in the coordination of the College's commencement ceremony.
15. Advises, provides guidance, and prepares and delivers presentations on issues and programs pertaining to student life.
16. Maintains and directs the maintenance of working and official departmental files.
17. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
18. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, Student Services.
19. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
20. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).

21. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
22. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
23. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
24. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
25. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
26. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
27. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Principles, practices, theories, and methods of handling student discipline and student grievances.
6. Principles, practices, and methods of advising and counseling students.
7. College and State standards, policies, and requirements governing student discipline and grievances.
8. Organization and operations of co-curricular programs and activities including student government, clubs, and special events.
9. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to student life programs, services, and operations.
10. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
11. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
12. Modern office practices, methods, and computer equipment and applications.
13. English usage, spelling, vocabulary, grammar, and punctuation.
14. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

15. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
5. Provide administrative and professional leadership and direction for the department and the District.
6. Prepare and administer budgets; allocate limited resources in a cost effective manner.
7. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
9. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Effectively administer a variety of student life programs, services, and activities.
12. Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
13. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
14. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
15. Effectively work with, advise, and counsel college students of a diverse academic, socioeconomic cultural, disability, and ethnic backgrounds.
16. Establish and maintain a variety of filing, record keeping, and tracking systems.
17. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
18. Operate modern office equipment including computer equipment and specialized software applications programs.
19. Use English effectively to communicate in person, over the telephone, and in writing.
20. Understand scope of authority in making independent decisions.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a Master's degree from a regionally accredited college or university in a related field of education; and
2. Three (3) years of experience working in student life or student services as a coordinator, supervisor, assistant director, or director level, including demonstrated experience in student leadership and student governance.

Desirable Qualifications:

1. Demonstrated experience interpreting and applying student discipline procedures.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.