

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

DIRECTOR, STUDENT ACTIVITIES & COMMUNITY OUTREACH

CMS Salary Range 33

BASIC FUNCTION:

Under the direction of the Dean of Student Services, the Director will develop and implement a comprehensive student activities and community outreach program. The director will interact with campus student groups, including the Associated Student Government, other campus offices, community and school groups, and local, state, and federal agencies. The Director will provide leadership and direction to all areas within the scope of responsibility; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

Plan, organize, coordinate and implement a variety of student-related program, events, and activities. (E)

Plan, organize, coordinate and implement a variety of outreach - related program, events, and activities. (E)

Coordinate outreach and recruitment activities with other staff, officers, student groups, high schools, and outside agencies. (E)

Coordinate on-campus activities with other staff, departments, and outside agencies. (E)

Develop and implement strategies to promote attendance at Antelope Valley College and higher education institutions and AVC. (E)

Develop and implement strategies to promote recruitment and retention at AVC, including high school orientations and welcome week activities. (E)

Develop and implement a student leadership development program. (E)

Serve as co-advisor to the Associated Student Government and related programs and activities, campus wide programming committees, and promote activities which support shared governance.

Provide assistance to student clubs and their advisors. (E)

Provide assistance to the Student Trustees. (E)

Assist in hiring, training, supervising, and evaluating assigned personnel. (E)

Assist in the development and maintenance of a database of prospective students and community contacts, provide follow up activities, prepare handbooks, public relations materials and policies to assist and aid in enrollment related activities. (E)

Direct office record keeping and filing activities, assemble data and prepare reports, maintain a variety of equipment and inventory related records and files include budget and statistical information. (E)

Make presentations to a variety of groups of all ages. (E)

Participate on college wide committees and community partnerships. (E)

Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: a bachelor's degree in Higher Education Administration, counseling, public relations, communications, marketing or related field and two years of professional experience working directly with the recruitment of students, Student Activities/Development and Student Government or related area.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE OF:

Student government, shared governance, student activities and outreach methods and techniques.

Budget preparation skills.

Statistical record-keeping techniques.

Principles of supervising, training, evaluating and providing work direction to assigned personnel

ABILITY TO:

Provide leadership and advocacy at the local, state and national level.
Work with a variety of groups in a collegial and consultation process.
Communicate effectively in all methods of communications.
Make sound decisions in a timely manner.
Identify, take action, and follow through in resolving issues.
Travel within the service area of the College.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers.

CONTACTS: Co-workers, other departmental staff, officers, student groups, high schools, outside agencies, and the general public.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting
Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
Tasks require extended periods of time at a keyboard.
Requires the ability to maintain effective audio-visual discrimination and perception required for communicating with others.

WORKING CONDITIONS:

Normal office environment.