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Human Resources



**WALLA WALLA COMMUNITY COLLEGE
POSITION DESCRIPTION**

Name of Employee: Nadine Barragan

Date: 03/23/21

Department: Department of Campus Life

Supervisor: Chad Miltenberger, Dean of Student Life

JOB TITLE: Director of Campus Life

General Description:

The Director of Campus Life provides leadership, vision, and support for all aspects of student life. The Director will oversee Student Government, Student Activities, and the Student Recreation Center. The Director is responsible for the management of the expenditure of the Student Activity and Service Fees. The Director of Campus Life supervises the Assistant Director of Student Activities, guides the leaders of student government and various student clubs and club advisors, and collaborates with faculty and administrators on the Walla Walla and Clarkston Campuses, as well as coordinating with Student Affairs in the correctional institutions. Overall, the Director plays a vital role in the College's ongoing commitment to a diverse, equitable, and inclusive community, and to the mission of the college.

Essential Functions:

- Oversee the development, articulation, and execution of comprehensive plans for student activities, engagement, and leadership education programs;
- Responsible for maintaining and updating the student handbook in relation to student life programs and conduct matters;
- Manage and supervise the operations of the Student Activities Center and the Recreation Center;
- Create strategic partnerships to advance and support Walla Walla Community College's commitment to diversity, inclusion, and equity in our community;
- Direct and administer system-wide co-curriculum events, including the forecasting, planning, developing, promoting, and evaluation of programs and services that are focused on providing a diverse student body with opportunities for personal growth and leadership development;

- Provide leadership for a comprehensive Student Government and council with the coordination, development, and implementation for education programs;
- Manage the Department of Campus Life budgets;
- Coordinate the coverage of student-centered events to ensure college supervision when necessary;
- Interpret and apply state, college and departmental rules and regulations that pertain to student organizations;
- Participate in Council of Unions and Student Programs (CUSP), Multicultural Student Services Directors Council, and the Washington Community and Technical College Student Association (WACTCSA);
- Manage and supervise professional staff and student employees;
- Oversee the day-to-day operations of the department including hiring, training, evaluating, and supervising part-time staff and student employees;
- Negotiate vendor contracts for assigned campus programs and events;
- Direct training of students for leadership, organizational analysis, fiscal management, cultural competency, and volunteer management;
- Research and implement emerging technologies and trends related to Student Life;
- Manage the internal communication system to promote student activities, programs, and services;
- Serve as an active member of assigned committees as appointed;
- Work cooperatively with staff and faculty and support programs in other college departments;
- Participate in professional development programs within and outside the college community and encourage staff professional development to ensure services, resources and knowledge are current;
- Assist with new student orientations, First Year Experience, and graduation activities;
- Promote and encourage the development of cultural competency and an awareness of diversity, equity, and inclusion among students; and
- Perform other duties as assigned by the Dean of Student Life.

Competencies:

- Excellent interpersonal and communication skills;
- Demonstrate the ability to lead and contribute to cohesive and results-oriented team;
- Actively contribute to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of goals;
- Demonstrate an ongoing commitment to learning and self-improvement;
- Plan and manage time effectively; identify and handle competing priorities;
- Provide leadership to assist students to identify needs, explore options, and create and achieve meaningful and relative goals;
- Must be able to effectively use MS Office, social media, and electronic databases;
- Deep understanding of and belief in the mission and role of the college;
- Serve as effective communications link and reliable source of information for others.

Qualifications:

Master's Degree or higher and three years of increasingly responsible experience in an educational setting with an emphasis on student programming, counseling, higher education, social work, or other student affairs work.

Bilingual English/ Spanish preferred.

Supervisory/Managerial Responsibilities:

This position supervises one full-time staff member and part-time Campus Life staff.

Budget Authority:

Authority over Student Activity and Service Fee Budget and the Department of Campus Life Budget.

Work Environment/Physical Demands/Travel Required:

Conditions are those of a typical office environment, requiring frequent oral communication with students and colleagues, the ability to enter data and written communications in electronic format in a timely manner, and sufficient mobility to be present and address students and fellow professionals at appropriate college and regional functions. Travel requirements include participation in Council meetings and any other appropriate training, both regionally and nationally.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signatures:

This job description has been approved by the following appropriate supervisor(s). By signing below, the employee acknowledges an understanding of the requirements and essential functions and duties of the position.

