NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Student Development and Diversity

Department: Student and Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof I-H

Job Status: Full Time
Reports To: Vice President for Student and Outreach Services
Amount of Travel Required: As needed
Positions Supervised: Student Ambassadors, Student Government Association, Student Workers, Volunteers
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES: The Director of Student Development and Diversity develops, implements and evaluates a range of services designed to address the intellectual, social, cultural, fitness, and recreational needs of students. These services include advising student government and other student organizations; creating co-curricular activities which enhance students’ classroom and community-service experiences; supporting leadership skills development, and implementing diversity initiatives to enhance retention, persistence, and satisfactory progression of underrepresented students to graduation, transfer, and other success outcomes. This also includes activities which increase students’ awareness and appreciation of multiculturalism aimed at cultivating a climate of inclusion for the entire campus community.

MAJOR RESPONSIBILITIES:
1. Develop, schedule, and coordinate college-wide student activities, including multicultural activities, and ensure that the schedule is flexible in meeting the needs of various groups and programs of the College.
2. Plan, organize, implement and evaluate co-curricular learning activities in collaboration with the faculty.
3. Promote the organization of student clubs related to fields of study; provide general oversight; work with the club advisors to develop and implement leadership training opportunities, and serve as a resource for students and the faculty advisors.
4. Monitor student organization compliance with institutional policies and civil laws.
5. Serve as the sponsor of and mentor for the Student Government Association (SGA), and assist with the annual SGA student elections.
6. Assist with supervising student conduct and activities in the Student Union Building (SUB); maintain all game room equipment as well as the basketball court and volleyball area; serve as the contact person for all vending machines located in the student union building, including handling returns for lost money.
7. Assist with student advisement during registration.
8. Coordinate the summer bridge programs with college connection, outreach services, and other on- and off-campus entities, including Eagle Orientations for New Students.
9. Develop and manage the budget for student activities budgets.
10. Work with the Public Information/Marketing department, the webmaster, and student newspaper in maintaining an up-to-date calendar of student activities and events and in disseminating information to appropriate personnel via print, e-mail, website, the marquee, and/or other means of communication.
11. Assist in the preparation of brochures, student handbooks, and catalog information.
12. Coordinate on-campus visitation by university and military recruiters and coordinate campus tours for prospective students and others.
13. Administer an annual Student Services Survey to determine program effectiveness.
15. Collaborate with the college recruiter to conduct special recruitment and follow up programs for prospective students.
16. Recruit, train, supervise and evaluate “Student Ambassadors”, student workers, and student volunteers to assist with various campus activities, including campus tours, graduation, the annual Scare Affair, and recreational and intramural sports.
17. Assist the athletic department by promoting athletic events on campus.
18. Coordinate with the Housing Director in planning and implementing activities for students living on campus. Maintain knowledge of housing rules and regulations.
19. Organize a diversity committee; develop and implement a comprehensive diversity plan for the college, and facilitate training programs that promote diversity and/or multiculturalism.
20. Perform other duties as assigned.

POSITION CHARACTERISTICS:
The Director of Student Development and Diversity must be an excellent thinker, planner, organizer, and delegator of responsibility, and must be able to empathize with and understand underrepresented students, their challenges, aspirations, strengths, and weaknesses. This position requires an individual with a working knowledge of diversity and multiculturalism, retention and counseling/advising strategies. The position requires a close working relationship with students, NTCC Student Services, faculty and other staff, and other community colleges and universities.

MINIMUM QUALIFICATIONS:
- Bachelor's degree in education or a social science discipline and at least two years experience. Master’s degree preferred.
- Commitment to student-centered learning.
- Skilled in establishing and maintaining effective working relationships with students.
- Commitment to student access and success in an environment that embraces diversity.
- Record of successful operational skills in the areas of program development, strategic planning, and budget preparation and management.
- Commitment to integrating and using technology in the delivery of services, programs, and activities for tracking and reporting.
• Direct practice and knowledge of current issues, trends, research, and theory in first year experience/college success programs, student development, recruitment, retention, and diversity.
• Strong leadership and management skills.
• Commitment to working collaboratively and effectively with faculty, staff, and students in positive and inclusive ways, as well as with external constituencies.
• Ability to think creatively and to lead and manage change.
• Good verbal and written communication skills.
• Willingness and ability to work evenings and periodically on weekends and to commute occasionally to off-campus events.
• Willingness to work beyond the call-of-duty when needed.

Signatures:

__________________________________________  __________________________
Director of Diversity and Student Development                     Date

__________________________________________  __________________________
Vice President of Student and Outreach Services                   Date

__________________________________________  __________________________
President                                                     Date

Revised by Judy G. Traylor: March, 2010