Date: January 29, 2016
Title: Director, Office of Student Life and Conduct
Position: 667
Hours: 40 hours/52 weeks
Compensation: Meet and Confer – Grade 17, $73,795
Reports to: Associate Provost/Dean of Student Affairs
Posting closes: February 19, 2016

Summary
The Director is a member of the Student Affairs Leadership Team, providing oversight of the Department of Student Life and Conduct and Campus Dining. The department serves the college and students in several ways, including front desk services/sales (Raider Cards, bus passes, movie tickets, etc.), coordinating all major student events and student clubs/organizations on campus, oversight of the food pantry and dining services, prevention and awareness training for students, and enforcement of the Student Code of Conduct and Behavioral Intervention Team. The Director holds major responsibilities in leading these areas, serving also to lead several teams on campus.

Essential Job Functions
- Supervise the Student Life and Conduct staff, including a Raider Card Functional Analyst, a Coordinator, an Office Manager, two Graduate Assistants, and student staff.
- Provide leadership and administration for student conduct and a wide range of student activities that promote student growth, involvement in learning and engagement in campus life.
- Serve as Budget Control Officer, including monitoring and oversight for 11 departmental budgets and allocations and approximately 40 student organization budgets and allocations funded by the Student Activities Fee.
- Ensure compliance with Federal regulations and GRCC policies and procedures as they relate to student conduct, student activities, fundraising organization and sponsored events.
- Coordinate and maintain the annual revisions for printed and on line materials for student life, student conduct and the student complaint process.
- Coordinate with staff the development of annual goals and objectives for the office related to mission, values and the GRCC Strategic Plan.
- Develop partnership and collaborative relationships with departments across campus to increase student involvement and develop inclusive programming initiative.
- Collaboratively initiate and implement outreach and educational program to educate students, faculty and staff on student rights and responsibilities including supporting college processes.
- Develop and implement an on-going marketing campaign for student life and student conduct and its programs and services.
- Design and administer data collection surveys and other assessment tools necessary to effectively lead Program Review for the office.
- Coordinate and maintain technology needs for the office.
- Administer the day to day process by which the College responds to reported student conduct concerns and violations.
- Conduct student conduct investigations, maintain appropriate records, monitor sanctions and follow-up with complainants when necessary.
- Prepare, document and maintain code of conduct files and correspondence for concerns, investigations and code of conduct action follow-up.
- Provide co-advisement to Student Alliance, the student governing organization in the planning, organizing, implementing and evaluation of activities for the GRCC student body.
- Provide assistance to student organizations and/or individual students in organization development, program planning, and leadership development opportunities.
- Collaborate with the Early Alert team and support behavior related Early Alert issues.
- Serve as chair of the Behavioral Intervention Team, providing team oversight, meeting management, case tracking and response as needed.
- Maintain contact with faculty and staff members regarding students who have been referred to conduct or BIT by tracking notes in Advocate and following up in person by email or phone.
- Responsible for communicating appropriate summaries and information to college officials regarding student conduct and student life.
- Review student conduct and student life administrative policies and procedures and make recommended changes as appropriate.
- Coordinate the complaint management response system including tracking trends, data collection, measuring effectiveness and reporting.
- Oversee contract negotiations for Student Life sponsored performances, student organization service providers, and fundraising requests.
- Oversee all campus food service contracts including the Raider Grille, Quiet Café, Subway, and Patatas.
- Oversee the management of special campus events including Leadership Recognitions, Finals Relaxer, and Welcoming Activities.
- Oversee the management of the Raider Card System for students and staff.
- Manage the development and production of the GRCC Student Handbook.
- Develop, coordinate and deliver training to the student body regarding prevention and awareness of sexual violence and drugs and alcohol.
- Responsible for the development and implementation of a comprehensive student involvement program that promotes student engagement in leadership development, student organizations, co-curricular learning opportunities, and campus events. Specifically, develop and coordinate programs that:
  - Support GRCC’s First Year Experience program; events and activities that provide opportunities for students to develop and practice academic, intrapersonal and interpersonal success skills that improve their first year student success
  - Promote student involvement in out-of-class student learning opportunities through partnerships with faculty and academic programs that generate meaningful learning and student development
  - Promote student wellness and recreation through initiatives that include intramural and student recreation activities, and events that promote healthy physical, emotional and social wellness
  - Facilitate the development of new programming initiatives and or changes that are responsive to the needs and interest of the student population.
  - Identify and access both campus and community resources when needed to advocate in the best interest of students and their continued success.
  - Assist in the coordination and management of the annual Commencement, with primary oversight of student participation and line up.
  - Coordinate Ready, Set, Graduate campaign efforts to promote the completion agenda and encourage participation in Commencement.
  - Provide support to Grad Fest by coordinating Student Life related tables for the event (such as check-in, ticket distribution, Phi Theta Kappa medallion sales, and commencement related details/information.)
  - Serve on college committees, teams and community projects as appropriate and requested.
  - Other duties as assigned.
- Regular attendance during normal scheduled hours is required. Being present is essential for serving customers and performing the essential functions of this position.

Marginal (Non-Essential) Job Functions
- Provide general support to all Student Life office functions and events.
- Serve on the Strategic Leadership, Ethics and Compliance Team.
- Serve as the designee for the Dean of Student Affairs when needed for events or meetings.
- Assist with Student Life counter services including duties related to opening and closing the office.
Job Specifications

Education
- Master’s Degree in student affairs or related field required.
- National Career Readiness Certificate (NCRC) preferred.

Work Experience
- A minimum of 5 years, full-time professional experience in higher education, preferably with experience in student conduct and coordinating student activities or college student affairs.

Physical Demands
- Ability to lift equipment and furnishings to support major campus events (20-30 pounds).
- Noise level is usually moderate, though at certain events can be loud/very loud.

Mental Demands
- Understanding of student assessment tools, data collection, as well as procedures for tracking student and service satisfaction.
- Excellent interpersonal skills including oral and written communication.
- Demonstrated ability in planning, marketing, and implementing complex programs and projects.
- Demonstrated ability in working with a broad range of activities, leadership development models and the development of new programs/services.
- High level of energy, creativity, enthusiasm and motivation.
- Commitment to continuous quality efforts – both organizationally and individually
- Proven problem solving, mediation, and decision making skills.
- Ability to work collaboratively and be a team player.
- Experience in budget planning and monitoring.
- Ability to perform functions of the job efficiently and effectively in stressful situations.
- Demonstrated ability to work and communicate effectively with a diverse student body, staff and members of the larger community.
- Possess the personality and enthusiasm to work with students, college staff and general public.
- Proficient in software applications including PeopleSoft, Microsoft Office (MS Word, Excel, Publisher, Power Point), GroupWise.
- Ability to take initiative, to follow through, and effectively manage multiple projects in a timely manner.
- Possess excellent proofreading and editing skills.
- Excellent public relations and customer service skills.
- Ability to handle confidential material judiciously.

Working Conditions
- Primarily office/desk work.
- Position requires ability to stand/walk for long periods of time during major events.
- Some travel to the regional campus locations may be required.
- Some nights and weekends required.
- Ability to have a flexible schedule to accommodate early morning, late evening and/or weekend activities.

Why work at GRCC? This position offers:
- Competitive salary with merit-based increases
- A diverse working and learning environment with ongoing related professional development
- Retirement plans including Michigan Public Schools Retiree System (defined benefit) or TIAA-CREF (defined contribution)
- Generous personal time off package, including holidays, sick time for you and your family, vacation, bereavement and personal days
- Excellent and affordable health coverage
- Generous dental and optical reimbursement plan
- Life insurance and long term disability benefits
- Free tuition at GRCC for you and your dependents
- External institution tuition reimbursement for you
- Extensive professional development and wellness opportunities
- Ford Fieldhouse Health Club and Pool membership
- Downtown campus parking at a deep discount

http://www.grcc.edu/humanresources/employeegroups/meetandconferemployeegroup

Method of Application

Grand Rapids Community College is only accepting online applications for this position. Please apply at our website at https://www.grcc.edu/jobs  Submit a cover letter and resume in one document. The opportunity to apply for this position will close on February 16, 2016 at 11:59 PM. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.