PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director
DEPT: Student Life
CLASS: Administration
SALARY LEVEL:
JOB CODE: Administration
FLSA STATUS: Exempt
RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Director of Student Life provides leadership for student housing, institutional student discipline, and coordination of health care services for single residents, student activities, student government, food service, and public relations for the Student Center.

REPORTS TO: Vice President of Student Access and Success

SUPERVISES: Coordinator of Student Activities
Dorm Resident Supervisors

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Education, Experience, and Licensure

1. Master's degree.

2. Supervisory experience.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Facilitates student-centered growth and successful learning opportunities for residents of campus housing.

2. Fosters a positive relationship with the designated individuals and/or head residents for summer guests, campus workshops, etc.

3. Promotes safety, attractiveness, and cleanliness for campus housing.

4. Counsels men and women students in personal, disciplinary, and academic matters and makes proper referrals and decisions based upon policy and professionalism.
5. Promotes a positive relationship with on-site management and support service personnel of food service providers and food service committee in order to maintain food quality, flexibility, and proper nutrition.

6. Facilitates the health care program for students by referral to physicians, hospitals, and counseling when appropriate.

7. Provides systematic management of time sheets, housing budgets, and other records as defined/needed.

8. Responsible for the operation of the McLemore Student Center activities.

9. Provides leadership and assistance for student government/student activities.

10. Responsible for intramural and informal sport programs.

11. Submits monthly goals or ideas to complement Student Life and the instructional program of Paris Junior College.

12. Supervises and coordinates duties of area personnel.

13. Assists in the recruitment, employment, and orientation of staff.

14. Responsible for ensuring diversity efforts within area of supervision.

15. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.


17. Reports or approves absences of personnel.

18. Provides opportunities for staff development aimed at increasing professionalism.

19. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.

20. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.
21. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

22. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

I have read the foregoing job description and understand the responsibilities of the job.

_______________________________________________
Employee Printed Name

_______________________________________________
Employee Signature ________________________

_______________________________________________
Human Resources Signature ________________________