Position Purpose

The Community College system offers a broad range of two-year liberal arts degree programs as well as many technical, occupational and career programs. These programs attract traditional students as well as non-traditional students, including those pursuing academic training or degrees following absences from higher education, those intending to increase occupational skills and those entering higher education from other countries.

The Student Development Coordinator performs a full range of student support services to new and continuing students.

Supervisory and Other Relationships

The Student Development Coordinator typically works under the direction of the Director of Student Engagement and Career Development. The position does not normally supervise the work of others but may lead or oversee support staff and student workers in administrative support tasks.

The position is required to have cooperative relationships with faculty, staff and students. These relationships may involve a high degree of sensitive and confidential information. The incumbent is expected to collaborate with academic and student services to maintain an environment that is conducive to student success. This position is also expected to represent the College in a positive manner which enhances the college’s image in the public and which is appropriate to the dignity of the institution.

Major Accountabilities

The Student Development Coordinator is accountable for ensuring the campus environment enhances the learning atmosphere through effective performance in these essential functional areas:

- Student Support Services
- Student Conduct Administration
- Project and Program Coordination
Examples of Essential Duties and Accountabilities

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Student Support Services: The Student Development Coordinator is accountable for promoting and facilitating student services. This accountability includes such essential tasks as:

1. Working collaboratively to support the office of student engagement with programming and all other duties as assigned;
2. Providing general academic information regarding courses, events and programs;
3. Advising and referring students to appropriate services relevant to their need for student support services;

B. Student Conduct Administration: The Student Development Coordinator is accountable for ensuring fair and confidential (FERPA) administration of the student conduct procedures. This accountability includes such essential tasks as:

1. Conducting investigations and adjudicating violations of the student code of conduct;
2. Coordinate efforts with campus security and local law enforcement regarding student conduct violations of criminal law, the enrollment process relating to registered sex offenders, or other safety and security considerations;
3. Assist in the development of student conduct related policies and procedures;
4. Serve as a member of the campus Behavioral Assessment, Title IX investigation and Campus resource teams
5. Manage files, prepare reports and enter confidential information into the student conduct database

C. Project, Program Coordination and Training: The Student Development Coordinator is accountable for coordination and implementation of special trainings, projects, and programs. This accountability includes such essential tasks as:

1. Work collaboratively with the Gender Equity center to create programs and training opportunities for Faculty/Staff and students;
2. Recommend, develop and provide training for students, staff, faculty, student government and the college community on topics relevant to student behaviors and the student conduct process;
3. Recruit and train members of the college community to serve on a judicial board;
4. Coordinate program and project initiatives that implement student engagement strategies.
5. Participating in student services special projects and programs as assigned to support and meet the needs of students at the college.
**Professional Participation and Development**

In addition to the accountabilities listed above, the Student Development Coordinator is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is expected to maintain currency in the position’s required fields of professional expertise and competencies including required computer skills. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

**Qualifications**

Incumbents are required to have substantial knowledge and abilities in the following areas:

- Information technology literacy skills;
- Knowledge of conduct policies;
- Program and service management;
- Effective oral and written communications
- Experience with diverse populations

These skills and abilities typically are acquired through a combination of education, training and experience which would include:

- A Bachelor’s degree in an appropriately relevant field;
- One to four years of experience applying those disciplines in a field related to student support services in higher education;
- Or a combination of education, training and experience that would lead to the competencies required for successful performance of the position’s essential duties.

**Work Environment**

Incumbents typically perform their work in offices, conference rooms and meeting rooms on campus. Incumbents are required to make public presentations. The work does not normally require the exertion of significant physical effort. Reasonable accommodation will be made for incumbents with physical limitations.