

## COMPTON COMMUNITY COLLEGE DISTRICT



## DIRECTOR OF STUDENT DEVELOPMENT AND HOUSING

### POSITION DESCRIPTION:

Under the general direction of the Dean of Athletics and Student Support Services, the Director of Student Development and Housing provides leadership and oversight for student development programs and residential life operations. The position is responsible for fostering a safe, inclusive, and engaging campus environment that supports student success, belonging, and holistic development. Duties include oversight of student housing facilities, student government, student clubs, conduct processes, and co-curricular programming. Responsibilities also include ensuring compliance with college policies and procedures, as well as applicable state and federal regulations, and implementing established best practices in student affairs and housing management. The Director works closely with the contracted property management group that oversees the day-to-day operations of the student housing facilities to ensure coordinated services, effective oversight, and a safe, supportive residential environment for students.

### ESSENTIAL DUTIES/FUNCTIONS:

- Develop, implement, and evaluate goals, objectives, and policies for student development and housing programs.
- Provide vision and direction for student engagement initiatives, residential education, and student life activities.
- Serve as the College's primary conduit and liaison to the third party property manager and project management firm, collaborating on student housing operations including occupancy, contracts, assignments, facility maintenance coordination, construction or renovation projects, timelines, and operational alignment.
- Ensure compliance with health, safety, and security standards in residential facilities.
- Oversee student government, clubs, and organizations; advise student leaders on governance, event planning, and fiscal management.
- Serve as the college's student conduct officer; ensures proper documentation, management of student conduct investigations and adjudication of student behavior cases.
- Operate and oversee the annual housing operating budget developed by the property management group and approved by the District.
- Serve on the Assessment, Intervention, and Management of Safety (AIMS) Team and act as Administrator-on-Call for housing and student development emergencies.
- Provide leadership and assistance in resolving issues or concerns involving staff and students.

- Provides leadership and training to staff on student conduct processes, residence life, student engagement.
- Supervise assigned staff, including personnel funded in whole or in part through grants.
- Perform other duties as assigned, including responsibilities related to grant development, implementation, and compliance.

**KNOWLEDGE & ABILITIES:**

- Principles of student development, residential life management, and student conduct.
- Budget development and fiscal management.
- Effective supervision, training, and performance evaluation.
- Ability to plan, organize, and implement programs that promote student success and retention.
- Knowledge of California Education Code, Title 5, and federal regulations impacting student services.

**REQUIRED QUALIFICATIONS:**

- Master's degree from an accredited institution; AND • One year of formal training, internship, or leadership experience reasonably related to the administrative assignment; AND • Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

**DESIRABLE QUALIFICATIONS:**

- Experience in a community college setting.
- Familiarity with residential education models and student engagement best practices.
- Experience with Title IX, Clery Act, and FERPA compliance.
- Supervisory experience and ability to oversee multiple concurrent projects.

**LICENSE AND/OR CERTIFICATE:**

Possession of a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL DEMANDS:**

Must possess mobility to work in an office and residential setting, and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds. The essential functions of this classification must be performed by the incumbents with or without reasonable accommodation.

**ENVIRONMENTAL CONDITIONS:**

This position is primarily performed in office and residential settings. Occasional exposure may occur to elevated noise levels, varying indoor and outdoor temperatures, and changing weather conditions. The position may involve interaction with individuals who are upset while interpreting and enforcing departmental policies and procedures.