



Santa Clara Community Action Program  
Santa Clara University  
Chartered Student Organizations  
**Position Description**

**Position Title/Tier:** Associate Director (Tier 5)

**Stipend:** \$4550.00 (subject to change according to new cso guidelines)

**Department:** Santa Clara Community Action Program (SCCAP)

**Primary Purpose:** To facilitate efforts to maintain the overall SCCAP mission and vision, promote the wellbeing and development of staff, and educate staff and University community on social justice and community development issues. Liaison between other on-campus groups and partnerships.

**Reports to:** Director; Gabrielle Garrard

**Essential Duties:**

- 1) Promotes the wellbeing and development of staff, ensures all activities and events of the organization support SCCAP's mission and vision, and represents SCCAP to the University and larger community.
- 2) Directs internal outreach and communication to SCCAP staff members and manages relationships with on-campus partnerships (ie. SCU faculty and the Center for Student Involvement).
- 3) Serves as liaison between SCCAP and CSOs, RSOs, and other student organizations on-campus.
  - a) Serves as visionary to lead social justice work that promotes the mission of SCCAP (ie. Beyond Guilt Campaign)
  - b) Promotes SCCAP staff development in terms of social justice issues and SCCAP's mission.
- 3) Supervises logistical and organizational processes within SCCAP including leading the hiring process, disciplinary process, and staff development process (in terms of policies, procedures, professionalism, and all staff meetings.)
- 4) Directly oversees the Marketing and Office Manager to supervise external outreach to the SCU student body.

**Principle Duties and Responsibilities**

**A. General SCCAP Duties**

1. Attends weekly SCCAP All-Staff Meetings.
2. Attends weekly department meetings (ie. Staff Support Team meetings)
3. Attends quarterly SCCAP All-Staff Retreat.

4. Attends quarterly SCCAP Fair and mandatory large-scaled SCCAP events.
5. Keeps regularly scheduled office hours per week (ie. 10 office hours per week)
6. Must volunteer with one program consistently throughout the year (program can change).
7. Actively supports other SCCAP events by attending two program events per department over the course of the year.
8. Attends other large-scaled SCCAP Mandatory Events (such as Rainbow Prom and Drag Show) that are mandatory and communicated in advance.

#### **B. Policy and Procedure Making, Interpretation, and Implementation**

1. Ensures SCCAP staff members and the Santa Clara community are aware of SCCAP's mission and vision.
2. Ensures that programs and events are consistent with the goals of the organization.
3. Responsible for ensuring SCCAP staff members and volunteers follow University and SCCAP policies, procedures, and guidelines.
4. Works with the Director, staff members, and University community to address developmental issues facing SCCAP.
5. Conducts quarterly evaluations of staff and the organization as a whole.

#### **C. Staff Supervision, Leadership and Development**

1. Directs and coordinates the hiring process of staff members. If applicable, assists the Director during the re-hiring process during the year.
2. Provides staff development training in terms of educating staff on social justice issues and connecting social justice issues to SCCAP's mission.
3. Works with Director on supervision and quarterly evaluation of staff.
4. Works with Staff Support Team to develop a comprehensive staff development program and leadership training through a spring retreat for new staff and quarterly retreats throughout the year.
5. Meets regularly with the SCCAP Advisor and the Director, keeping the Advisor well informed of SCCAP activities.
6. Directly supervises Marketing Manager, Office Manager, Homelessness Department Coordinator and Education & Mentoring Department Coordinator.
7. Works with Director to schedule, plan, and conduct weekly Staff Support Team meeting and weekly All-Staff Meetings.
8. Conducts quarterly individual meetings (one-on-ones) with Department Coordinators, and annual individual meetings with Program Coordinators.
9. Establishes and participates in SCCAP organizational committees as necessary.

#### **D. Marketing Manager Management**

1. Works closely with Marketing Manager for overall marketing and community outreach. As needed, assist Community Relations Manager to construct weekly All-Staff emails, weekly Campus-Wide emails, and other emails/events.
2. Meets quarterly with Marketing Manager to check-in.

#### **E. Office Manager Management**

1. Works closely with Office Manager for office management and office purchases. As needed, assist Office Manager to purchase food/materials for quarterly All-Staff retreats and other events.
2. Meets quarterly with Office Manager to check-in.

#### **F. Liaison Responsibilities**

1. Serves as liaison to keeps administration, faculty, and staff informed of SCCAP events and programs.

2. Builds and maintains relationships with University staff and faculty members to promote SCCAP's mission and goals to the entire University community.
3. Participates in and supports SCCAP's campus-wide events.

#### **G. Chartered Student Leader Responsibilities**

1. Required to participate in Chartered Student Organization Leader Retreat, monthly workshops and related chartered leader activities.
2. Represents organization at appropriate University wide meetings, events, and functions.
3. Provides information, reports, and other documentation to the University as requested.
4. Reviews and maintains SCCAP's documents and renews charter through process dictated by the University.

#### **H. Reprimand, Probation & Termination**

1. With the support of the Director and Advisor, manages the various judicial stages of warning, probation, and termination of a given staff member if he/she is in violation of the CSO contract, SCCAP job description, or university policies and procedures/code of conduct.

#### ***Qualifications***

##### **A. Professional**

1. Currently enrolled undergraduate student at Santa Clara University having a 2.5 GPA or better. If the student is an incoming senior, the student must be enrolled in at least one class through spring quarter.
2. Has previously been a member of SCCAP staff.
3. Meets University Eligibility Policy for Participation in Student Activities.
4. Be available during the summer months for planning and preparation, including CSO leader training in September.
5. Demonstrates administrative, organizational, and communication skills.
6. Is able to work cooperatively within a group.
7. Is able to supervise peers and hold them accountable.

##### **B. Personal**

1. Is able to collaborate with students, faculty, and staff with diverse perspectives, opinions, and personalities.
2. Is able to work with a diverse population of volunteers and community members.
3. Demonstrates knowledge of social justice and community development issues.
4. Demonstrates an understanding and belief in the mission and vision of SCCAP.

#### ***Appointment***

Appointed to term of office beginning spring quarter and continuing through the end of spring quarter of the following academic year. Transition and training for Associate Director and new staff is conducted under the direction of the current Director and Associate Director. The new Director and Associate Director plan and administer the new staff spring retreat with new Department Coordinators (SST). Planning during the summer is required to prepare for fall programming.

#### ***Special Note***

This is a stipend-paid position through the Center for Student Involvement. All students applying for a stipend-paid position are required to be a student (minimum of one class per quarter) for the entire school year, and therefore forfeit the ability to study abroad during the school year or graduate early.