



Santa Clara University
Chartered Student Organizations
Position Description

Position Title/Tier: Director (Tier 6)
Stipend: \$5,275.00(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 community partners and university administration.

Reports To: 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) Supervises external outreach as liaison between SCCAP and community partnerships as well as university administration.
- 3) Supports and supervises Associate Director in their role as liaison between SCCAP and CSOs, RSOs, and other student organizations on-campus.
 - a) Manages community partner relationships (ie. oversees new program selection, closing of program, and probation to full program transition.)
 - b) Serves as visionary to lead social justice work that promotes the mission of SCCAP (ie. Beyond Guilt Campaign)
 - c) Promotes SCCAP staff development in terms of social justice issues and SCCAP's mission.
- 4) Supports and supervises Associate Director with logistical and organizational processes within SCCAP including the hiring process, disciplinary process, and staff development process.
- 5) Directly oversees the Risk and Data and Budget Manager to supervise financial expenditures and risk management.

Principle Duties and Responsibilities

A. General SCCAP Staff 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.
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. Works with staff members and University community to address developmental issues facing SCCAP.
4. Conducts quarterly evaluations of staff and the organization as a whole.

C. Staff Supervision, Leadership, and Development

1. Assists Associate Director in hiring process of staff members. If applicable, leads the re-hiring process of staff members school year.
2. Provides staff development training in terms of policies, procedures, and professionalism
3. Works with Associate 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 weekly with the SCCAP Advisor and Associate Director, keeping the Advisor well informed of SCCAP activities.
6. Directly supervises Budget Manager, Risk & Data, Empowerment Department Coordinator and Health & Disabilities Department Coordinator.
7. Works with Associate 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 the Department Coordinators, and annual individual meetings with the Program Coordinators.
9. Responsible for managing conflict within the SCCAP community and conflict between SCCAP and the University, and between SCCAP and community organizations.
10. Participates in and supports SCCAP's campus-wide events.

D. Budget Management

1. Responsible for preparation and presentation of annual budget to the SAFC.
2. Works closely with Budget Manager for overall budget management.
3. Meets quarterly with Budget Manager to review budget reports.

E. Risk Management

1. Works closely with Risk & Data Manager for overall risk management.
2. Meets quarterly with Risk & Data Manager to review recorded program volunteer hours.

F. Liaison Responsibilities

1. Represents SCCAP to the University community, and serves as the primary contact person for the organization.
2. Along with the Associate Director and the Marketing Manager, keeps administration, faculty, staff, and other student organizations informed of SCCAP events and programs.

3. Serves as liaison to other on-campus partnerships and student organizations. Works with other student organizations to address social justice and community development issues.
4. Serves as liaison to community partners. In conjunction with the CSL-appointed advisor, supports Program Coordinators in developing and maintaining relationships with community partners.
5. Responsible for overseeing new program selection, closing of program, and probation to full program transition. Coordinates the evaluation of new and continuing community partners.

G. Chartered Student Organization (CSO) Leader Responsibilities

1. Required to participate in Chartered Student Organization Leader Retreat, monthly workshops and related CSO leader activities.
2. Represents organization at appropriate University wide meetings, events and functions.
3. Works with Budget Manager to coordinate SAFC process in spring quarter, Carry-over Funds request, and Capital Assets request.

H. Reprimand, Probation & Termination

1. With the support of the Associate 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 lead a group and navigate through group dynamics.
7. Is able to supervise peers and hold them accountable to their commitments.

B. Personal

1. Is able to work cooperatively 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 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.