

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2428
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ASSISTANT DEAN OF STUDENT ACTIVITIES

Appointment

1. The Assistant Dean of Student Activities is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Assistant Dean of Student Activities is responsible to the Dean of Student Activities.

Duties

The Assistant Dean of Student Activities is responsible for:

1. Assisting the Dean of student Activities in the performance of such duties as may be delegated in the interest of the total student activity program.
2. Assisting in the formation of clubs and selecting advisors for all clubs and similar organizations and orienting the faculty to responsibilities and duties as faculty advisors for student organizations and activities.
3. Coordinating activities in cooperation with the Dean of Student Activities.
4. Maintaining the student activity calendar.
5. Overseeing adequate faculty supervision at all student functions.
6. Processing and/or approving student activity applications for college events.
7. Making contacts with organizations of the community in the interest of the college.
8. Counseling with students.
9. Administering the discipline of students involving investigation and interviews and making recommendations to the Superintendent/President respecting probation or dismissal.
10. Assuming responsibility for care, reconditioning, and renewing Student Center furnishings.

11. Coordinating activities of the Student Center host/hostess.
12. Assisting with commencement and any other school-sponsored events honoring the graduating sophomores.

The Assistant Dean of Student Activities shall serve in the following capacities:

1. Member of the Administrative Council.
2. Advisor to one or more campus organizations.
3. Advisor for Inter-Club Council I.C.C.).

Adopted 5/27/64
Revised..... 7/1/65
12/14/76