

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2481
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INTERIM DIRECTOR OF STUDENT AFFAIRS

Appointment

1. The Director of Student Affairs is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Student Affairs is responsible to the Vice President-Student Services.

Duties

The Interim Director of Student Affairs is responsible for:

1. Supervising student government, student activities, and the use of Associated Students funds and properties, and assisting students in preparing the annual budget for the Associated Students of Citrus College.
2. Supervising the conduct of students and administering discipline on campus.
3. Counseling students and maintaining communications with administration, faculty, community, and the Associated Students.
4. Assisting the Coordinator of Student Activities in the formation of clubs and selecting advisors for all clubs and similar organizations and orientating the faculty to responsibilities and duties as faculty advisors for student organizations and activities.
5. Assist the Coordinator of Student Activities in maintaining as Inter-Club Council (I.C.C.).
6. Maintaining the student activity calendar.
7. Overseeing adequate faculty supervision at all student functions.
8. Assuming responsibility for care, reconditioning, and renewing Student Center furnishings.
9. Coordinating activities of the Student Center host/hostess.

10. Maintaining close contacts with district elementary, intermediate and high schools.
11. Coordinate programs for senior citizens.
12. Supervising a summer recruitment program.
13. Assisting campus departments in communicating their programs to the college community.
14. Working with district civic and professional organizations.
15. Working with the Counseling Department in coordinating and developing high school and community recruitment activities.
16. Other duties as assigned by the Vice President-Student Services.

The Interim Director of Student Affairs shall:

1. Serve as a member of the Steering Committee.
2. Serve as a member of the Student Personnel Committee.

Adopted 9/8/81