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**Director of Campus Life**  
**Salary: \$40,000-\$45,000**

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empowers individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

Cultivates a dynamic, experiential, and student-centered environment that promotes student engagement and community building at Clinton Community College. Establishes, leads, and manages new and existing programs and services, including, but not limited to, comprehensive leadership development programs, diversity and inclusion, and student mentoring. Works with student organizations to plan, organize and supervise programs which promote engagement and support student needs in an environment of inclusion. Engages students, develops, and provides opportunities for their leadership and other life skills, which, in turn, increases student satisfaction and positively impacts retention. Additionally, serves as an advocate for student needs and support services. This position is a full-time ten-month position.

**Responsibilities:**

- Create, develop, and provide student support programming in collaboration with the Clinton Community College Center for Creativity and Connectivity (C6) for students on topics like time management, academic success, personal finance, and additional topics of interest.
- Serves as a student conduct officer for minor offenses; reviews, investigates, documents, and resolves student concerns or complaints while encouraging students to develop/improve their communication, problem-solving and inter-personal competencies.
- Assists with Title IX training and investigations for students.
- Enables student leaders to develop leadership competencies. Will serve as co-advisor to Student Senate, conducts orientation and assists in training for newly elected student leaders and guides students to effectively manage student government budgets; assists students with planning and creating responsible, effective, and transparent budget procedures.
- Serve as Advisor to Student Activities Board (SAB) to identify student engagement and support needs; to develop, market and implement programs that address student interest and success. Advises Student Activities Board; review and prepare contracts with entertainment and educational vendors.
- Actively participate with the campus CARE program.
- Provides an active Food Pantry program which ensures confidential student support and success.
- Researches and recommends new and interesting student engagement opportunities, including, but not limited to, volunteer service and community involvement.

- Coordinate with Assistant Director of College Relations in organizing and publicizing student support programs and events.
- Provide content input to the Assistant Director of College Relations for Campus Life webpage and college website.
- Serve as Clinton CC liaison with SUNY and coordinates campus events related to Constitution Day.
- Serve as Voter Registration Coordinator for Clinton CC.
- Coordinates and manages Fall Festival and Spring Club Fair each year.
- Promote and encourage campus wide clubs for students.
- Coordinates and plans annual student recognition awards and ceremony.
- Coordinates student focus groups as needed by Student Affairs and other campus departments. Generates reports concerning these activities as requested.
- Assists Dean of Student Affairs with conducting hearings and judicial reviews.
- Assists in generating reports (Clery, Assessment, etc.) as requested by the Dean of Students.
- Manages special programs and projects as requested by the Dean of Student Affairs.
- Serves as liaison with CCPT and communicates changes with campus.
- Serves as campus liaison for off-campus housing.
- Attend regional and national APCA and NACA events as student senate funding permits.
- Promote student involvement and off-campus housing at admissions events by paneling/tabling as needed on campus.
- Performs all other related duties as assigned.

**Minimum Qualifications:**

A bachelor's degree is required; a master's degree in counseling, higher education, student affairs (or closely related field) is preferred. A minimum of 4 years of experience working in student affairs and crisis management is also required.

**Knowledge, Skills, and Abilities:**

- Excellent communication and conflict resolution skills
- Demonstrated effective project and data management skills.
- Ability to manage multiple projects, priorities, and requests creatively and simultaneously.
- Ability to work collaboratively and effectively with others to achieve common goals.
- Demonstrates respect for and inclusion of diverse customs, values, and perspectives.

**To Apply:**

The search will remain open until filled. Please send a letter of application, resume, and an application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

[hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu)

Clinton Community College  
136 Clinton Point Drive,  
Plattsburgh, New York, 12901



State University of New York  
**CLINTON**  
Community College

**Human Resources Office**  
Clinton Community College  
136 Clinton Point Drive  
Plattsburgh, New York 12901

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*Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.*