

**Executive Director of Student Life  
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=260339>

Downloaded On: Jul. 29, 2025 5:51am

Posted Jul. 28, 2025, set to expire Aug. 11, 2025

**Job Title** Executive Director of Student Life  
**Department** SCC Student Development  
**Institution** Community Colleges of Spokane  
Spokane, Washington

**Date Posted** Jul. 28, 2025

**Application Deadline** 08/11/2025  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other  
Administration - Student Affairs

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**Job Description**

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**Executive Director of Student Life  
Community Colleges of Spokane**

**Location:**Spokane CC Main Campus Spokane

**Department:**SCC Student Development

**Salary Range:** \$97,774 - \$110,335

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**Starting salary for this position is: \$97,774 (Annually)**

**The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.**

### **About Us**

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

**Applications will be accepted until 4:00 p.m. PST on 08/11/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### **About the Executive Director of Student Life**

### **JOB SUMMARY**

Under direction from the Vice President of Student Services, the Executive Director at Spokane Community College (SCC) is responsible for leading the following areas: Conduct; CARE and Behavioral Intervention Teams; Student Government; Activities and Engagement; Disabilities Access Services; and the Student Health Clinic. The Executive Director serves as the Deputy Title IX Coordinator to the Vice President.

This position will ensure SCC's services and programs are consistent with the College's mission of achieving student success while complying with Washington State law, Washington Administrative Code, and the policies, procedures and guidelines established by SCC and Spokane Colleges. This position partners closely with other leaders to ensure robust and aligned networks of support that advance student success.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Provide excellent leadership, supervision, training, and direction for all staff in all functional areas. Focus on holistic well-being so that all students, staff, and faculty feel a sense of belonging at SCC. \*
- Work collaboratively across the institution and district. \*
- Develop, implement, deliver, and evaluate objectives and procedures for assigned areas

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ensuring services and programs are consistent with Federal and Washington State Law and the policies and procedures established by SCC and the District. Provide the Vice President with yearly objectives and evaluations of assigned areas. \*

- Provide oversight for the strategic planning, assessment, and accreditation efforts for assigned areas. Oversee the collection and dissemination of data needed for accreditation, grants, reports, proposals, and budgets. \*
- Oversee orientation, training, and evaluation of Associated Student Government, student leaders, and orientation of club advisors and their budgets. \*
- Provide leadership in helping the campus community understand the uniqueness and value of a large enrollment with students who have a variety of social identities. \*
- Function as leader of the Student Code of Conduct and all related processes. Serve as chair of the CARE Team and Behavioral Intervention Team. Conduct intake interviews with registered sex offenders. \*
- Review Spokane Colleges policies and procedures and coordinate with Campus Security on student background checks. \*
- Travel to rural campus centers and state meetings as needed. \*
- Resolve student concerns utilizing informal and formal processes. \*
- Oversee Lair Student Center use including coordination with the contracted food service vendor. \*
- Supervise (e.g., recruit, select, train, and recommend disciplinary actions) full/part-time classified, and professional exempt employees. Adhere to the faculty Master Contract, classified rules, collective bargaining agreements, and all district rules and regulations ensuring efficient operations and student success. \*
- Responsible for budgets and fiscal direction, organization, and governance of assigned programs and services. \*
- Serve as SCC's representative at the statewide Council of Unions and Student Programs (CUSP). \*
- Serve on and work with SCC committees including those that may not be directly related to student development, student activities, and discipline. \*
- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. \*

*\*Indicates this is an essential duty*

## COMPETENCIES

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- Business Insight
- Decision Quality
- Cultivates Innovation
- Ensures Accountability
- Builds Networks
- Organizational Savvy
- Situational Adaptability

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Master's degree from an accredited institution.
- Three years of successful, relevant administrative or management experience, including fiscal management.
- Leadership of student conduct and related processes.
- Proven leadership skills.
- Proven successes with a variety of students, faculty, and staff from a variety of backgrounds.
- Knowledge of Federal, State, and local laws, rules, and regulations as they pertain to student services.
- Proven successes within a student conduct system.
- Knowledge of FERPA, Conduct, and Title IX regulations and requirements.
- Excellent supervision skills.
- Proven successes in budget development, financial management, and strategic planning.
- Excellent oral and written communication skills and the ability to present complex data clearly.
- Ability to work cooperatively with students, employees, other departments and outside organizations.
- Ability to use a computer and software relevant to the position.
- Ability to collect and analyze data and generate reports.

### DESIRED QUALIFICATIONS

- Five years of recent experience related to student conduct and development in a higher education setting.
- Knowledge of and experience with behavioral intervention processes.

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## PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature controlled office environment.
- Frequent use of computers and monitors.
- Visual focus and strain.
- Work directly with students.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Occasional to frequent change in position from sedentary, standing, stooping and walking.
- Frequent oral and auditory communication with others.

## CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- Requires local or regional travel.
- Criminal background check is required.
- Position is exempt from the Fair Labor Standards Act (FLSA).

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

## Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability

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insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

### [Public Employees Benefits Board](#)

### [Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### **Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or*

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*grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/executive-director-of-student-life-spokane-washington-united-states>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

SCC Student Development

Community Colleges of Spokane

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