

Student Affairs Director

Major Job Responsibility: Student Experience Service Implementation (30%)

Essential Functions: Implement and manage exceptional student experience services. Provide guidance and assistance on an array of student inquiries. Interface with internal and external constituents and provide feedback/consultation related to student experiences. Conceptualize, implement, and oversee student peer-to-peer initiatives and mentor programs. Create framework and manage personnel assigned to maintaining student service virtual platforms (e.g., LMS shells, etc.)

Competencies/Skills: proactive behavior towards anticipating and addressing student needs; student oversight/management experience; leadership/management skills in team settings; curricular programming skills in student affairs

Major Job Responsibility: Project/Initiative Conceptualization (20%)

Essential Functions: Conceptualize projects/initiatives for CoSW enterprise, with specific focus on those aimed at bolstering positive student experiences. Interface with key constituents to collect insights about structuring projects/initiatives. Collaborate with members of CoSW to efficiently coordinate student experience efforts. Liaise with broader university student services and CoSW

Competencies/Skills: Ability to communicate professionally and concisely with various entities across campus (faculty/students/staff); ability to work in partnership with various and diverse groups; critical thinker; experience in aiding and catering to the student experience in higher education across various levels

Major Job Responsibility: Leadership (20%)

Essential Functions: Lead team in defining, designing, and implementing operational-critical strategies related to student experience activities. Manage/mentor a team of student success professionals. Collaborate with administrators to assess personnel structures, as needed. Lead/collaborate on special projects, as assigned. Lead scaled implementation of tech solutions aimed at improving student experiences

Competencies/Skills: proven leadership of student success in areas of programming/systems implementation

Major Job Responsibility: Quality Assurance (15%)

Essential Functions: Develop student experience asset management plan(s). Maintain current data/documents pertaining to best/emerging practices pertaining to student experiences and success. Track and assess industry-leading best practices for student experience and success systems. Assess and make recommendations related to student clinical experiences and externships

Competencies/Skills: research; successful tracking

Major Job Responsibility: Data Management and Assessment (10%)

Essential Functions: Oversee service governance and scaffolding processes to maintain data rigor, quality, and integrity. Independently develop assessment methods and procedures necessary for exploring the impact of student experience initiatives. Collaborate with CoSW Business Office to assess annual operations budgets and expenditures related to student success and experiences.

Competencies/Skills: knowledge and understanding of student affairs governance policies; financial management; UK policies and guidelines

Major Job Responsibility: Reporting (5%)

Essential Functions: Develop appropriate documentation pertaining to service process and performance. Provides reports (written, oral, etc.) for senior leadership and other constituency groups/stakeholders. Collaborate with CoSW personnel to establish communication protocols associated with interval reports, flow charts, programmatic briefs, etc. Document student experience outcomes and provide reports for accreditation, as needed.

Competencies/Skills: public speaking; interpretation on data analysis; guideline/process collaboration; tracking/metrics across various platforms to measure success outcomes