

## **Director of Student Affairs**

The Director of Student Affairs position is responsible for the management and leadership of Student Life on Campus, Residential Life, Student Conduct and Judicial Affairs, and other areas as assigned by the Vice President of Enrollment Management.

### **Organizational Relationship:**

The Director of Student Affairs reports to the Vice President of Enrollment Management, and directly supervises professional staff in each assigned area..

### **Essential Functions**

General Functions:

- The Director of Student Affairs is a key advocate for students within the college and the community, providing administrative oversight, operational management, and divisional leadership through program coordinators and/or other direct reports in planning, implementing, evaluating and coordinating all aspects of services provided by and through the Office of Student Affairs. • Responsible for creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual development of students in a holistic way.
- Manages and administers the division budgets including setting priorities for budgets based on operational planning and College strategic plan.
- Works with staff in their operational, as well as long-term planning. Assures the quality of programs through an effective evaluation process.
- Works to establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions and exercise leadership.
- Represents the College at appropriate meetings and planning sessions as they relate to the assigned areas of responsibility.
- As needed, attends and participates in college and department meetings, committees, and functions.

Residential Life Functions:

- Provides direction to for the effective management of student housing and supports management.
- Screens, hires, and supervises Residential Assistants (RA's) and Residential Directors (RD's) for each residence hall on campus.

Student Life Functions:

- Researches, develops, and recommends policy relating to all facets of student life for the College; interprets, applies, enforces, and articulates policy and procedure relating to student life for all constituencies.
- Collaborates with campus constituencies and community leaders in developing co-curricular and service opportunities for students.
- Maintains knowledge of best practices in higher education to recommend changes that are relevant to College programs and services that meet student needs.

#### Judicial Affairs Functions:

- Administrator of the student judicial processes for the College.
- Maintains best practices of the judicial and disciplinary policies, procedures, and regulations of the College.

#### Knowledge, Skills, and Abilities:

- Contemporary working knowledge in all areas of student life including residential living, student government, student clubs and activities, judicial affairs, student leadership, behavior intervention, counseling and wellness.
- Ability to develop and recommend innovative campus life best practices which may include the ability to communicate effectively in oral and written form in regards to, and apply good judgment in, matters related to student code of conduct or individuals of concern.

#### Physical/Mental Demands:

- To successfully perform the essential functions of this position, an employee must be able to maintain appropriate composure and communicate effectively and with confidentiality as needed with all stakeholders of Hiwassee College.
- While performing the essential functions of this position a variable work schedule may be required including long work days, evenings, and weekends, travel, including overnight travel as needed.
- There may be multiple/daily instances of prolonged sitting, standing, and personal computer use, which would include keyboard and/or mouse usage as well as viewing a computer monitor.
- The overall work environment requires a multi-tasking focus to ensure success.

### **Qualifications**

#### Minimum Qualifications:

- Master's degree from an accredited institution. A bachelor's degree with 3 years of direct experience in areas outlined above would also be acceptable.

- Three years of administration/management experience in a higher education setting, preferably in the area of student services.
- A minimum of one year management experience including responsibilities for budgeting, supervision of professional staff, developing and maintaining policies and procedures.

A minimum of one year of experience in student conduct/judicial affairs.