

JOB TITLE: ASSISTANT DIRECTOR of ADVISING / STUDENT LIFE

CLASSIFICATION: E1

REPORTS TO: DEAN of STUDENT AFFAIRS

SUPERVISION GIVEN: none

GENERAL PURPOSE AND SCOPE OF POSITION: -

75% - Assistant Director of Advising

25% - Assistant Director of Student Life

75% of this position will be dedicated to providing leadership for the recruitment, advising, and retention of the first year students. The remaining 25% of the position will involve implementation of strategies designed to enhance the overall educational experience and involvement of students through the development of social, leadership, service learning, community involvement, cultural, intellectual, recreational, athletic, and governance programs. Coordinates the delivery of all student life programming and works to enhance students' cognitive enrichment and social development from their point of entry through graduation.

DUTIES AND RESPONSIBILITIES:

Advising –

- Coordinate and manage a developmental, proactive, academic advising program for specific programs (Paralegal, Early Childhood Education, Human Services, and Criminal Justice) and assist in the advising and registration of E-learning students
- Assist in the advising and registration of E-learning students
- Assist and coordinate with CCES in the advising and registration of CCES students
- Collaborate with academic deans, department chairs, and coordinators to continue to maintain a seamless college-wide academic advising system for students
- Utilize report tracking data to develop and implement proactive activities for advisement
- Coordinate and direct implementation of an advisor training program for staff as needed
- Conduct all activities within the established guidelines of the Family Educational Rights and Privacy Act (FERPA)
- Coordinate externship experiences for distance education students as required

DUTIES AND RESPONSIBILITIES :

Student Life-

- Implement student life, development, community involvement, and leadership programs, activities, and events including, but not limited to social, educational, recreational, cultural, athletic, and leadership areas
- Serve as advisor to and promote enthusiasm for SGA, Student Leadership Academy, and possibly Phi Theta Kappa
- Develop student connectivity to the college by providing awareness of student life opportunities and encouraging faculty/staff involvement
- Promote opportunities for volunteerism among students, faculty, and staff
- Coordinate student publications and media for dissemination of information about student life, development, and leadership activities
- Promote the development of additional clubs on campus
- Monitor the Student Government budget and expenditure processes and administer policies and procedures related to travel, necessary funds, distribution of money to clubs, organization, recreational and athletic programs
- Promote student engagement as a part of the college's student-centered learning that fosters a sense of community
- In consultation with supervisor, assess the social, cultural, intellectual, service, recreational, and athletic program needs of students; to prioritize needs, and to respond to the extent that the number of students, facilities, and resources permit
- Serve as Alumni Services coordinator for the site; track and develop graduate data base and publish twice per year alumni newsletter for both electronic and traditional mailing

* Other duties logically associated with this position may be assigned.

EDUCATION AND EXPERIENCE:

Bachelor's degree with a minimum of 1 year of relevant experience required preferably in Student Affairs at the Community College level. Experience demonstrating leadership qualities and ability to work with diverse groups preferred. Must have strong organizational, interpersonal, written, and oral communication skills; be self motivated and self-directed, innovative and creative. Must have excellent organizational skills and be able to set own appointments and work on own initiative. Must be conscientious and be able to follow through on commitments to students and other college related activities.