

September 24, 2009

**TITLE OF POSITION:** Director of Student Development/Assistant to the Dean

**DIVISION:** Enrollment Management

### **Summary**

The Director of Student Development/Assistant to the Dean assists in the daily operation and management of key programs and services within the Division of Enrollment Management at The *University of Science and Arts of Oklahoma*. The Director is responsible for providing leadership and support within the division and could be assigned one or a combination of the following: new student orientation, first year experience programs, volunteer services, career services, multicultural affairs, student government advisement, student organizations/greek lettered organizations, student/organization advisement, international student programs, intramurals, commuter and non - traditional student services, retention programs, leadership programs, and campus activities. The Director of Student Development/Assistant to the Dean reports to the Dean of Students. This position would require regular evening and weekend work.

### **Duties and Responsibilities**

- Provide leadership for the department and all the constituents it serves, including students, faculty, staff, parents, internal customers and external customers
- Conduct regular and ongoing workshops, trainings, and/or retreats on behalf of the division to serve various groups including: staff, students and/or student organizations, faculty and/or faculty advisors, and parents
- Develop partnerships and ongoing working relationships with students/student organizations, faculty, staff, businesses and community agencies to facilitate mutually beneficial relationships
- Assist in the planning of programmatic events sponsored by the department or various student organizations
- Serve on university committees as assigned
- Participate in divisional and university activities
- Responsible for one or more of the following: new student orientation, first year experience programs, volunteer services, career services, multicultural affairs, student government advisement, student organization/greek lettered organizations, student/organization advisement, international student programs, intramurals, commuter and non - traditional student services, leadership programs, retention programs, and/or campus activities
- Student organization advisement responsibilities as related to assigned service areas (e.g. President's Leadership Council/PLC, Student Association, Campus Activities Board)
- Collaborate to develop programs and initiatives designed to enhance student learning and engagement
- Collaborate to develop programs and initiatives to enhance student retention such as the early warning system, student exit surveys, etc
- Perform other duties as assigned

### **Position Qualifications**

Required: Bachelor's degree from an accredited institution. Successful candidate must demonstrate acquired skills in leadership program planning, student or student organization advising and the ability to work with varied and diverse constituencies such as students, faculty, and staff. He or She must have a strong commitment to diversity and inclusion. This position will require regular evening and weekend work. Preferred: Master's Degree in Higher Education/Student Affairs specialization. Previous experience working in Student Affairs. Experience in one or more of the listed service areas: new student orientation, first year experience programs, volunteer services, career services, multicultural affairs, student government advisement, student organization/greek lettered organizations, student/organization advisement, international student programs, intramurals, commuter and non - traditional student services, retention programs, leadership programs, and/or campus activities. The ideal candidate will possess both practical and theoretical knowledge of student affairs work.

### **To Apply**

Submit letter of application, detailed resume, completed university application form, and three letters of recommendation to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin October 14, and continue until position is filled.

## **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Science and Arts of Oklahoma is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a flexible trimester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.