

Job Description

Position Title	Director, Student Life
Department	Office of Student Life
Reporting To	Vice President Institutional Effectiveness and Dean Student Affairs
Date	January, 2017
Type of Position	Full Time

POSITION DESCRIPTION

This position provides leadership to Office of Student Life to create and enhance a vibrant campus community where transformative student learning occurs beyond the classroom. The Office of Student Life provides strong educational, social, and leadership development oriented co-curricular programs and activities to complement student learning in the realm of the Liberal Arts education at Habib University. The goal of the office of Student Life is to help create a community in which student actions validate the true principles of the Yohsin philosophy: striving for Excellence; appreciating Beauty; nurturing Passion; Respecting others; and Serving the community around us. He/she will serve as an advocate for students of Habib University to enhance their emotional, physical, and intellectual well-being and growth. In close collaboration with the Office of Academic Performance, the director of Student Life will work to develop a comprehensive student code of ethics and actionable guidelines for student conduct.

DUTIES AND RESPONSIBILITIES

- ✓ Establishing and evaluating policies, programs and events, recommending and implementing changes and supervising the execution of programs that are intentional and meaningful towards learning experiences through the development and enforcement of clear and transparent policies and risk management strategies.
- ✓ Maintaining a visible presence on campus and serving as a role model to students.
- ✓ Supporting the development and maintenance of student-driven clubs and organizations.
- ✓ Implementing co-curricular leadership and promoting student and organization excellence and best practices grounded in student development theory.
- ✓ Interacting and engaging with parents, media, and university administrators and faculty.
- ✓ Continually assessing programs for viability, effectiveness, and meaningful learning.
- ✓ Facilitating and managing all co-curricular student activities including award ceremonies, orientation and commencement.
- ✓ Overseeing the day-to-day operations of the department including hiring, training, evaluating, and supervising full and part-time and contractual staff, student employees and volunteers.
- ✓ Preparing, administering, and managing the operating budget and expenditures related to the department and performing analysis and reporting to support decision-making.
- ✓ Working collaboratively with the Office of Career Services, Office of Academic Performance, the Library, and two schools, AHSS and SSE to promote student learning through joint programming and student development.
- ✓ Managing the Wellness Center to ensure mental and physical well-being of students.
- ✓ Co-teaching or facilitating workshops on leadership training/Work collaboratively with Office of Academic Performance and registrar to resolve issue of student conduct through a fair and unbiased process.
- ✓ Developing understanding, empathy, and compassion with the students.
- ✓ Understanding and developing a process for mental and physical crisis management.
- ✓ Engaging faculty/staff in supporting and facilitating student leadership and events.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Highest/Final Degree in student affairs or related field
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Required Experience	<ul style="list-style-type: none"> ✓ Five years work-related experience ✓ Demonstrated experience managing large scale co-curricular events and program planning is required. ✓ A demonstrated record of successful administrative leadership and experience managing and supervising professional and support staff ✓ Experience with data reporting and analysis for budgetary management and decision making
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Networking, Communication and Interpersonal Skills	High
2.	Problem anticipation and Conflict reconciliation	High
3.	Organization Skills	High
4.	Stress Management and Troubleshooting	Medium