



JOB DESCRIPTION

TITLE:	Director of Student Affairs
REPORTS TO:	Provost
DEPARTMENT:	Academic Affairs
SUPERVISES:	Student Life Coordinators, Orientation Leaders
STATUS:	Full-Time
CLASSIFICATION:	Exempt

MISSION STATEMENT: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

OUR CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

The Director of Student Affairs provides leadership and direction for the Student Affairs Division at the college, including conduct matters and the Office of Student Life. The Director of Student Affairs will work collaboratively with and assumes responsibility for the efficient and effective operation of the Office of Student Life. The Director of Student Affairs will also serve as the chief conduct officer at the College and serve as a Deputy Title IX Coordinator at the college. In addition, this role will implement and maintain a comprehensive student development model with a focus on student involvement and holistic growth during their time as a student at the college.

ESSENTIAL RESPONSIBILITIES:

- Oversee the office of Student Life;
- Implement and maintain a comprehensive student development program that encourages student involvement, participation, and leadership that emphasizes holistic growth and personal responsibility;

- Assess the interests and needs of the student body relative to co-curricular and extra-curricular involvement opportunities and programs.
- Encourage and aid students and student groups in the development of social, cultural, civic, intellectual and recreational programs that expand the level of student involvement within the campus and the community.
- Encourage students and organizations to explore self-directed activities that provide opportunities for self-realization and personal growth;
- Coordinate activities at the colleges' housing partner Collegiate Village, to foster student cohesion and serves as the housing liaison.
- Administer institutional and programmatic health record compliance including submitting annual report, evaluating, and implementing procedures;
- Oversee the College's response to health crises as needed, including contact tracing, and maintenance of student health and safety protocols;
- Act as chief conduct officer at the college, overseeing and directing conduct processes, including those related to Title IX;
- Organize and implement fall and spring New Student Orientations; Recruit, train and supervise Orientation Leaders;
- Plan and coordinate the execution of special events;
- Assist with annual revisions and updates of the Student Handbook;
- Oversee first-year Mentorship Program;
- Assist in and attend all important functions of the College (Convocation, Commencement, etc.);
- Establish and maintain relationships with students through attendance at campus events, informal interaction and organized programs and workshops.
- Keep abreast of trends and issues in Student Affairs through professional associations and professional development activities;
- Participate in College functions as needed;
- Serve on committees of the College as needed; and
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Master's degree required in Student Affairs, Student Personnel Administration, Higher Education, or other closely related field.
- Minimum of 5 years of experience in higher education setting, student life, orientation, leadership programming, residence life, or other related field.
- Current knowledge in student development theory, best practices in student engagement and student conduct, higher ed legal matters especially as they relate to students, and Title IX compliance.
- Demonstrated excellent helping and counseling skills.
- Proficiency with computer, internet, web-based technology, and social media.
- Excellent written and oral communication skills including presentation and facilitation skills.
- Experience working in a small, private, liberal arts institution with traditional and non- traditional aged students is preferred.
- Demonstrated ability in coordinating programs with other college departments.
- Ability to assist in institutional recruitment and retention efforts.

WORK ENVIRONMENT:

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

SALARY RANGE: \$48,000-60,000 annually

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.