**Position Title:** **DIRECTOR FOR STUDENT AFFAIRS**

**Reports To:** Vice President for Student Affairs

**Department:** Student Affairs

**Classification/ FLSA Status:** Level II (Exempt Administrative)

**Primary Function:** To provide effective management for daily office operations and the delivery of student engagement and student life services under the guidance of the vice president for student affairs. To provide supervision for the department student activity coordinator.

**Key Responsibilities:**

1. To provide students with a safe environment to seek support or counsel and act as a resource connecting students to applicable services.

2. To coordinate academic accommodations and disability services, acting as the intake coordinator and oversee the quarterly assessment of the effectiveness of ongoing accommodations.

3. To maintain a current list of ESL resources in the surrounding community and provide referrals to students who have language needs.

4. To manage the budget applicable to areas of oversight. Participate in annual budget planning.

5. To formally address student grievances and conduct investigations towards a formal resolution.

6. To prepare monthly summaries of student activity and submit to the vice president for student affairs.

7. To serve as the advisor and liaison for the chiropractic student government organization and have oversight for all campus clubs.

8. To oversee the college's adopt-a-highway program via student government.

9. To oversee and maintain the club and student event (room) request calendar.

10. To review and determine the eligibility of all student initiated event, room or speaker requests, and provide guidance to the student for their event according to college process and procedures.

11. To oversee the advertisement of all applicable club and student approved events to the campus in an appropriate timeframe for participation.

12. To support and enforce existing college policies and procedures.

13. To participate in the accommodations, student affairs and first aid committees.

14. To assist with the planning and coordination of the quarterly new student orientation program and graduation activities.

15. To assist with the development of student activity ideas and program initiatives, and provide supervision when appropriate for student affairs or student approved activities.

16. Participate in professional development opportunities for ongoing education relative to areas of responsibility.

17. To participate on College Town committees when applicable.

18. To serve as one of the college's program administrators for the emergency alert system.

19. Be available and participate in graduation weekend activities, the annual Lyceum program, Showcase Sherman, College Town events, etc. when applicable.

20. To assume such other duties as assigned by the vice president for student affairs.

21. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position.

**Basic Knowledge and Skills:**

1. Bachelor's degree required.
2. Three-five years of experience in student affairs or related area of higher education.
3. Ability to deal professionally and effectively with the campus community.
4. Ability to develop relationships campus wide with students, faculty and staff for the overall functioning of the department and campus relations.
5. Effective written and verbal communication skills including the ability to perform public speaking comfortably.
6. Ability to work occasional after hours, and some Saturdays required.
7. Ability to critically think through situations, is strategic and detail oriented.
8. Ability to manage through crisis and stressful situations with discretion and sensitivity.
9. Ability to maintain confidentiality regarding sensitive student information and interactions.
10. Ability to address challenges through a solution focused approach.
11. Ability to work with diverse individuals and communities.
12. Knowledge of and experience with the American with Disabilities Act for campus compliance.
13. Ability to follow instructions, as well as take initiative and work independently.
14. Ability to perform duties in an organized manner and to perform multiple tasks while maintaining a pleasant work environment.
15. Computer skills: MS Office, Excel, Microsoft Outlook, ability to learn and utilize specialized software.

**Preferred Knowledge and Skills:**

- Knowledge of chiropractic

**Physical demands and work environment:**

***Physical Demands:*** While performing the duties of this job, the employee is occasionally required to walk/stand; sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

***Work environment:*** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____