

POSITION VACANCY

Director of Student Life

Position Summary

The Director of Student Life (DSL) serves as the primary and leading voice in matters pertaining to student life. The DSL plays a critical role in the creation of vibrant opportunities for involvement, engagement, and leadership that provide pathways for a transformational and inclusive experience for all students. The DSL is charged with creating and sustaining a community of active and engaged student leaders and organizations, managing and supporting fraternity and sorority life and supervising Student Affairs student workers. Additionally, the DSL manages the campus center event and student life spaces and directly advises and supports the efforts of the Campus Programming Council.

The DSL jointly supervises one Area Coordinator (AC) with the Director of Residence Life (DRL), with the AC supporting work within student life and residence life equally. The DSL and AC will work together to support student leaders and organizations.

The Director of Student Life reports directly to the Associate Dean of Students for Student Experience and is a 12-month, full-time position. Due to the nature of activities and programming, evening and weekend work is frequently involved. As a member of Student Affairs, the DSL works collaboratively with campus partners to support student recruitment and retention, student wellness and achievement, and effective utilization of campus resources and facilities.

Student Life Responsibilities

1. Oversee the strategic planning for student life programs and initiatives. Develop data-driven student life goals, implementation of plan initiatives, monitoring of key indicators, and assessment. Create clear pathways for meaningful student engagement, including traditional pathways of student organization and leadership, while developing innovative experiences in response to current student needs.
2. Administer and assess the student organization program. Ensure student organization leaders receive effective advising and provide training and support that develops student leaders; conduct periodic reviews of organizations; assist new organizations in obtaining official recognition; plan activities fair; facilitate financial record keeping of student organizations and maintain a current list of organizations and officers.
3. Serve as primary advisor and oversee the activity of the Campus Programming Council (CPC). Assist CPC leaders in planning and implementing high-quality student events. Review and sign all contracts.
4. Co-advise Student Government Association (SGA). Review and sign all SGA contracts and disbursement vouchers.
 - a. Advise the Finance Committee of SGA. Prepare student organization audit documentation and participate in the Audits and Allocation Hearings of student organizations requesting SGA funding.
 - b. Provide guidance and support of all slate members who are responsible for SGA programs and events, including homecoming court.
5. Supervise Area Coordinator (AC) in partnership with the Director of Residence Life (DRL) with the AC's primary responsibilities include providing support of the student life program.
6. Serve as primary advisor to all Fraternity and Sorority Life organizations. Facilitate recruitment, officer training, and the annual recognition ceremony; help maintain harmonious relationship with the FSL community, the College and the New Wilmington community.

Student Affairs Responsibilities

1. Manage all event and student life spaces in the McKelvey Campus Center, including student organization offices, the Club Room and Berlin Lounge, conference rooms, and the Student Affairs supply room.

2. Supervise Student Affairs student workers, including the Club Room student managers. Manage AV systems in the Club Room and Berlin Lounge in the McKelvey Campus Center.
3. Engage in developmental conversations with students regarding their and the College's concerns, as well as serve as a hearing officer for alleged violations of the code of student conduct and determine sanctioning, as appropriate.
4. Teach one section of WST101 each Fall semester, a one-credit course on the transition to college.
5. Oversee and serve on the College's Commencement Student Speaker Selection Committee.
6. Manage, in conjunction with the ACSL and Student Affairs Executive Assistant, the academic break shuttle program that assists students with developing travel plans at the end of each semester. Specifically, recruit, hire, train and supervise drivers.
7. Schedule and conduct exit interviews with students withdrawing from the College and document data for the College to improve retention efforts. Utilize relevant data from interviews and other resources to support retention efforts.
8. Complete other duties as prescribed by the Associate Dean of Students for Student Experience.

Position Requirements

A successful candidate will have direct experience in student life and activities, as well as campus programming with 3-5 years of progressive experience. Ideally, the candidate will have worked fraternity and sorority organizations and their national governing organizations. A bachelor's degree is required with a master's degree preferred. This is a 12-month, full-time position.

Remote work is available during academic breaks after a 3-month probationary period.

Candidates who are interested in applying should send their resume, cover letter, and names of three professional references by email to SAJobApplications@westminster.edu no later than **February 29, 2024**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion