

Director of Student Life & Engagement



Department: Student Development

Type: Staff, Full-time

The Director of Student Life and Engagement reports to the Vice President for Student Development and is an essential member of the student development management team. The Director is responsible for providing visionary leadership for all aspects of student life and engagement as well as developing key strategic partnerships across the campus for the purpose of creating an environment where all students feel welcomed. The Director will cultivate relationships and collaborations with key partners across campus within Enrollment, Academic Affairs, Alumnae Services, and other constituencies to spur institution-wide support for the importance of student success.

The Director of Student Life and Engagement provides overall leadership and administration for the office including staff supervision, budget management, and the development and assessment of co-curricular programs/services designed to foster student success. This position is responsible for supervising associate director student life and engagement, and working collaboratively with residence life. The Director of Student Life and Engagement is an effective leader with a strong vision for facilitating support services for a diverse student population, an excellent communicator, a creative problem solver, a collaborative team player who can quickly bring together a team of professionals to address crisis situations, an empathetic listener, and a flexible administrator who works closely with the vice president to ensure compliance with federal regulations relevant to student services.

Responsibilities:

Strategic Planning & Leadership Development

- Manage a comprehensive activities and programs calendar for the Office of Student Life and Engagement that support the social and educational curiosity of Stephens students in all the four schools: Design, Health Sciences, Interdisciplinary Studies, Performing Arts.
- Collaborate with the staff to create a robust strategic plan for the Office of Student Life and Engagement.
- Design and implement a focused recruitment and marketing campaign to attract diverse faculty and staff to serve as advisors for student clubs and organizations.
- Evaluate student activities and operations; compile and analyze data related to student participation and program effectiveness.
- Serve as liaison for students, representing programming needs to college administration.
- Oversee all aspects of college orientations and family & friends weekend for new students;
- Lead development and execution of the office's contributions to the FYE program.
- Facilitate ongoing assessment of the needs of students and in alignment with the College's mission; lead the development, implementation, and assessment of programs and opportunities leading to retention, graduation, and success.
- Serve on the commencement committee to help oversee the arrangements.
- Actively participate in professional development activities and serve on Colleges committees that support the goals and objectives of the college and the office.
- Work evenings and weekends as needed with very occasional overnight travel.

Supervision

- Responsible for hiring, supervising and conducting performance evaluations of the student life and engagement staff, including student workers and interns.

- Direct the development and execution of programs, services, and initiatives that foster academic achievement; personal development; student involvement; diversity and inclusion; volunteerism, civic engagement; civility and respect; service learning, and leadership opportunities.
- Collaborate with various stakeholders throughout the college to ensure that programs are diverse and meets the needs of all students.
- Prepare annual program budgets to support activities sponsored through the Office of Student Life and Engagement.

Conflict Resolution and Crisis Management

- Provide leadership in responding appropriately and effectively in the prevention and/or resolution of student crisis.
- Respond consistently and knowledgeably to rapidly evolving issues and/or conflicts involving students, community members, and/or staff;
- Role model for students and staff the appropriate prioritizing of student wellbeing in situations involving multiple stakeholders and perspectives;
- Provide assistance and support to the Vice President for Student Development in adjudicating student issues through the processes outlined in the student handbook.
- Efficiently resolve student issues or disputes as they relate to the Office of Student Life and Engagement.
- Serve as the Conduct & Community Standards officer.
- Serve as a member of the Stephens Behavioral Intervention Team (SBIT).

Diversity/Cultural Competency

- Engage in professional development programs that support the development of effectiveness in the areas of inclusion, diversity, multicultural and cross-cultural proficiency.
- Implement strategies and action plans that support an inclusive environment for staff and students, the development of cultural competency skills, and the delivery of programs that support the diversity objective of the campus community.

Qualifications:

1. **Knowledge:** Master's degree required, 3-5 years experience in a similar educational environment.
2. **Skills:** Strong student services background, academic policies, interpersonal, communication and collaboration skills are required. Superior written and verbal communication, active listening skills and excellent interpersonal skills needed to work with a broad range of students, faculty and staff.
3. **Abilities:** Demonstrated ability to lead, develop and execute strong student centered services with adherence to comprehensive policies. Proven ability to work effectively with multidisciplinary teams and diverse communities. Implement effective change and maintain results. Prioritize and multitask in a fast paced environment. Proficient at time management and organization skills and extremely attentive to detail with flawless execution. Must be available on-site for meetings or special events during occasional evenings and/or weekends.

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.

To Apply:

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- Cover letter
- Current Resume or Curriculum Vitae
- Three professional references with contact information

The successful candidate must pass a criminal background check.

Review of applications will begin immediately and will continue until the position is filled.

About Stephens College:

Stephens College, one of the oldest women's colleges in the country, is a private, four-year liberal arts institution and is affiliated with the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference (AMC). The campus is located in Columbia, Missouri, also home to the University of Missouri and Columbia College.

EOE A diverse community on campus is valued

Smoke Free Campus