Job Title: Student Affairs Director

JOB SUMMARY

The Director of Student Affairs is responsible for providing leadership for Student Affairs staff, and implementing all activities for the Student Affairs Department.

MAJOR DUTIES

- Coordinates supervision and evaluation of all student affairs personnel;
- Provides leadership for and implements annual plan and strategic long-range plan;
- Administers admissions policies and procedures, and organizes a sound admissions program;
- Provides leadership for, publishing, and distributing brochures, catalogs, student handbook, and course information to promote the instructional program;
- Organizes a recruiting and promotional program, consisting of program and occupational information, and makes information available;
- Provides leadership for and the supervision of counseling services, the selection and administration of tests, and assists students in the selection of programs;
- Provides leadership for and supervises registrations and orientations;
- Serves on various Student Affairs committees;
- Provides individual and group counseling as needed;
- Schedules and provides leadership for in-service meetings with faculty and staff for review of advising/web registration and all registration procedures prior to registrations;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

- Knowledge of all areas of postsecondary admissions, counseling, career placement, student records, and management procedures
- Knowledge of student information systems
- Knowledge of student affairs programs and understanding of higher education
- Skill interpersonal relations and in dealing with the public
Oral and written communication skills
Leadership skills
Skill in the use of computers and job related software programs
Ability to analyze data regarding the student affairs programs

**MINIMUM QUALIFICATIONS**

A Bachelor's degree from an accredited college or university in educational leadership, vocational administration, counseling, or a closely related field *and* Three (3) years of experience in a secondary, postsecondary or higher education environment

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.