DIVISION OF CAMPUS LIFE AND STUDENT SUCCESS
DIRECTOR OF STUDENT DEVELOPMENT AND CAMPUS VIBRANCY

BASIC JOB DESCRIPTION: Reporting to the Dean of Students, the Director of Student Development & Campus Vibrancy will provide strategic leadership to the Student Development and Campus Vibrancy team encompassing New Student Orientation, Transition Programs, Student Clubs and Organizations, the Student Government Association, Student Leadership Initiatives, Fraternity and Sorority Life, Campus Vibrancy and Traditions and Student Media.

QUALIFICATIONS: The successful candidate should possess high energy, be a proven creative problem solver with strong written and verbal communication skills, a commitment to enhancing diversity, and a track record of high productivity and job performance. We seek a colleague with a strong desire to work at a small, private institution committed to a liberal learning environment. Interest in learning outcomes and assessment methodology required. A commitment and an ability to engage students in the learning process through programs and personal contact is a must. A Master’s Degree in Student Development or related area and 5 - 8 years of professional experience in student affairs is required.

ESSENTIAL JOB FUNCTIONS: Provide strategic vision and leadership and for an integrated unit that invigorates campus life; creating an engaged, inclusive and vibrant community dedicated to student success from deposit through graduation; directly supervises 1 Associate Director, 1 Assistant Director and 1 Graduate level position with indirect supervision of 2 additional Assistant Directors, 2 Graduate level positions and 1 Administrative Assistant; advise Student Government Association from a paradigm of empowerment, with oversight of the SAFAC and AFAC boards that distributes funds for student organizations and university offices; partner with Enrollment Management and University Marketing to oversee communications with new students from post-acceptance through their arrival on campus; provide vision and leadership to ensure a high-quality, comprehensive Orientation program that serves first year and transfer students, and their families; play a critical role in the coordination of the FSEM 100 experience – this includes, but is not limited to training the Teaching Apprentices (TA’s), assist with Faculty Development, assessment, information sharing and the distribution of the FSEM Newsletter; research, develop and pilot and extended orientation “Success Lab” embedded in the FSEM curriculum led by TA’s; collect and interpret student satisfaction, retention, and success data to inform the development of an intentional, cross-cutting, comprehensive menu of transition experiences; responsible for fiscal responsibility, budget oversight, and the coordination of work-study students within the cluster; serves as part of the emergency on-call team and as an Appellate Officer for community and judicial standards; review and provide direction for student service operations while striving to be student-centered and user-friendly; represent the office/division on strategic University committees; and perform other intentional duties that contribute to the University mission as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, frequent hours outside the normal University schedule.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.