



Position Description

Director of Student Development

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Director of Student Development

POSITION'S OPERATING GROUP: Student Development Office

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Student Development Office advances the mission of Kansas Wesleyan University through spiritual development, personal well-being, and social responsibility.

POSITION'S DEPARTMENT: Student Development

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To teach, plan, coordinate, and supervise student activities and programs that will enhance growth, education, and service for students, and the campus community. Also, to teach communal living to students, and to provide a safe and attractive living environment that meets the safety, security, and physical needs of the residents.

POSITION'S DIRECT SUPERVISOR: Vice President for Student Development

DATE JOB LAST REVIEWED OR ANALYZED: January 2023 – Reviewed by VP for Student Development, Bridget Weiser, and Becky Mathews (HR).

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt (administrative professional exemption), At-will.

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: This position will lead and manage aspects of the student life programs and efforts as it relates to services to enhance the student experience.

POSITION WORKS WITH: The Student Development Office staff of 5-8 people. In addition, this job works with assigned Resident Assistants (RAs), Orientation Leaders (OL), students, faculty, staff, community, and alumni.

POSITION'S STAFF AUTHORITY: Direct reports.

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 65% of time spent in a temperature-controlled office environment, 25% of the time spent at the venue of events, and 10% of the time spent in the residence halls.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: A flexible, full-time, 12-month, work schedule, weekends and evenings are required to accommodate students and the department. The day-to-day work schedule may change based on event schedule, duty schedule, etc.

POSITION'S TRAVEL REQUIREMENTS: Occasional off-campus event venues.

POSITION DUTIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL DUTIES:

1. Leading and Managing Staff

- Direct, manage, and supervise the student life components of the Student Development Office including student activities, intramurals, residential life, student organizations.
- Assist with the coordination of the summer camp/conference schedules and procedures with the Assistant Director of Student Development.
- Attend Student Development staff meetings.
- Assist in the daily operations of the Student Development Office.

2. Developing Programming to Enhance Student Learning and Success

- Develop a program of resources and events that centers around student learning through student development practices.
- Develop programs that enhance the professionalization status of the student.
- Assess and evaluate programs and provide data to support program changes and improvements.
- Develop programs that align with the Institution Learning Outcomes set forth by the university.
- Assist with retention efforts, which includes meeting with students and contacting students for check-ins.
- Represent the needs of students by serving as a resource and advocate in areas within the student experience.
- Assist in the planning and scheduling of New Student Orientation for both Fall and Spring semesters.
- Collaborate with the Student Success Center to meet the academic needs of orientation.
- Organize, recruit and coordinate Orientation Leaders to assist with all New Student Orientation activities.

3. Serving as a Student Conduct Official

- Oversee, manage, and enforce polices related to the judicial process within the residence halls/campus housing.
- Serve as a primary-level respondent to student crises, as part of the campus on-call rotation.
- Conduct and coordinate the investigation process to matters pertaining to and involving student conduct.
- Assist as a main professional resource for students dealing with conflicts, personal challenges, and other developmental concerns.
- Review and evaluate student handbook and policies on an annual basis to stay in compliance with federal regulations.

4. POSITION'S OTHER DUTIES:

- Perform other appropriate and reasonably required duties as assigned by the job's supervisor.

POSITION'S PERFORMANCE MEASURES:

- Quality, quantity, and timeliness of programs created and implemented.
- Residential student survey of satisfaction with resident life and the employee's performance.
- Supervisor and peer survey of employee performance and willingness to support and contribute to department growth and success.

- Resident Hall survey of RD's ability to communicate and fairly administer university policies and processes.
- Survey of RD's supervision responsibilities as judged by the supervised RA's.
- Supervisor evaluation of RD's management and on-duty conduct and performance.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED REQUIRED: Master's Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None

QUALIFICATIONS:

- Skills in interpersonal communications, leadership, conflict resolution, the ability to work with diverse populations and the ability to manage several projects simultaneously.
- Ability to observe and interpret printed notices, policy violations and other documents.
- Enthusiasm and positive attitude toward creating a caring, student-centered environment.
- Ability to keep information pertaining to work confidential.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in the community and with KWU students, faculty, staff, and alumni to build working relationships.
- Ability to maintain flexibility and work well in a fast-paced environment.
- Ability to organize resources, multi-task simultaneous projects and establish priorities.
- Ability to work both independently and as a contributing member of the Student Development staff.

WORK EXPERIENCE:

- MINIMUM REQUIRED: three to five years' experience within student affairs on a college or university campus.
- PREFERRED: None

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- MINIMUM REQUIRED
 - Strong communication and organizational skills.
 - Demonstrated ability to understand and learn new processes and policies quickly.
 - Demonstrated ability to energize and develop a strong student-centered atmosphere.
 - Commitment to the philosophy of private, higher education and the mission of the University
 - Demonstrated ability to work in diverse community.
 - Demonstrated ability to prioritize and manage multiple projects and responsibilities.
 - Demonstrated ability in using Word, Excel, Power Point, and Outlook.
- PREFERRED
 - Demonstrated ability to create and organize highly effective and efficient events, with the ability to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.