**Title:** Sr Director Student Affairs and Services  

**Pay Scale Group:** 21

---

**Essential Function**

Under general supervision from a designated administrator responsible for overall management and the strategic planning and achievement of organization objectives for a campus student affairs/service center in which decisions and quality of execution have significant impact and influence service delivery.

**Characteristic Duties**

Develop and implement student recruitment, retention and student success strategies in conjunction with other college and university administrators; develop, communicate and implement plans, develop refine strategies, set goals and objectives and implement best practices initiatives in support of student engagement and completion.

Direct strategic planning for a student recruitment and/or retention and student success department which may include (recruitment, registration, enrollment, financial aid, scholarships, academic advising, disabilities services, counseling, veteran services, student life activities, student organizations, athletics, marketing and communication and other related programs).

In collaboration with designated administrator, formulate, recommend, and implement policies, procedures, and controls; manage processes in support of student engagement and completion to increase student support and advance service levels; responsible for policy execution and results that enrich the student experience; ensure compliance with university, federal, state, and local regulations.

Shared responsibilities campus Student Affairs; may serve as campus Deputy Title IX Coordinator.

Responsible for collaborating efforts with administrative and academic units and acts as liaison between the student, parent, college, student affairs and other appropriate business partners; communicate and assist students, parents, business partners resolve questions and complex issues; represent the university internally and externally.

Develop, implement and monitor budget; authority for budget, revenue and expense planning and approving expenditure; reports on budget status to higher level administrator.

Prepare reports, disseminate/interpret information, provide advice, deliver presentations, and ensure that all programs and services comply with university policies and state/federal regulations.

Provide administrative leadership and supervision to managers, professionals and support staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Serve on university, college and departmental committees and represent the department at various state and national associations.
Perform related duties based on departmental need.

**Minimum Qualifications**

Master’s degree with five (5) years’ experience; -OR- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years’ experience. Degree must be in student affairs administration or other related field. Experience must be related to areas of responsibilities and include at least three (3) years of supervision.