

ASSISTANT DIRECTOR FOR STUDENT LIFE*

Function of Job:

Under administrative supervision of the Director or other appropriate administrator, assist in meeting student needs; resolving students' problems and fostering their adjustment to the college/university through managing resources, including offices that support student life; and design, develop and implement student support programs.

Characteristic Duties and Responsibilities:

1. Develop intervention strategies for students; counsel and assist students with concerns and problems, including general advice, referrals, handling emergencies, programming and committee assignments.
2. Plan, organize, expand, administer and supervise large, campus-wide student programs/initiatives, as assigned, such as judicial matters, services for off-campus and non-traditional students, first-year orientation, mentoring and integrating current student issues with curricular experiences.
3. Manage daily operations of student outreach office, including developing and overseeing office and annual student programming budget.
3. Supervise and maintain student personnel records as required.
4. Participate in programs/projects designed to foster improved parent-college-community-agency relationships.
5. Coordinate events, prepare and plan conferences, seminars and workshops for students or related to students.
6. Hire, train, supervise, and evaluate professional and operating staff, and select, train and supervise student staff engaged in specific projects.
7. Serve as member of various committees, as assigned.
8. Develop/maintain various methods of data collection to measure efficiency of programs and needs of students.
9. Prepare communications/publications for the use of students and write proposals on various projects, as assigned.
10. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Student Development or related field and five years of experience working with students in a college/university environment.
2. Counseling and interpersonal skills.
3. Excellent communications skills, both oral and written.
4. Supervisory experience.

Additional Desirable Qualifications:

1. Experience managing financial resources and program planning.

9/11/2000 _____
System Approval

8/14/2000 _____
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised--original approved 7/30/76 as "Assistant Dean of Students/Assistant to Dean of Student Affairs", revised 8/8/80, and 8/17/92 as "Assistant Dean of Students or Assistant Dean of Student Affairs".