

December 14, 2012

**POSITION TITLE:** Director of Student Development/Assistant to the Dean  
**DIVISION:** Enrollment Management & Student Affairs  
**SALARY:** 28,000 – 30,000  
**START DATE:** (Negotiable) On or before June 1, 2012

**SUMMARY:**

The Director of Student Development/Assistant to the Dean assists in the daily operation and management of key programs and services within the Division of Enrollment Management & Student Affairs at The *University of Science and Arts of Oklahoma*. The Director reports to the Dean of Students and is responsible for providing leadership and support within the division and will be assigned a combination of the following: new student orientation, first year experience programs, volunteer services, career services, multicultural affairs, student government advisement, student organizations/greek lettered organizations, student/organization advisement, international student programs, commuter and non - traditional student services, retention programs, leadership programs, and campus activities. This position requires regular evening and weekend work.

**RESPONSIBILITIES:**

- Provide leadership for the department and all the constituents it serves, including students, faculty, staff, parents, internal customers and external customers
- Conduct regular and ongoing workshops, trainings, and/or retreats on behalf of the division to serve various groups including: staff, students and/or student organizations, faculty and/or faculty advisors, and parents
- Develop partnerships and ongoing working relationships with students/student organizations, faculty, staff, businesses and community agencies to facilitate mutually beneficial relationships
- Assist in planning programmatic events sponsored by the department or various student organizations
- Advise the President's Leadership Council/PLC, Student Association and Student Activities Board
- Serve on university committees as assigned
- Participate in divisional and university activities
- Responsible for one or more of the following: new student orientation, first year experience programs, volunteer services, career services, multicultural affairs, student government advisement, student organization/greek lettered organizations, student/organization advisement, international student programs, commuter and non - traditional student services, leadership programs, retention programs, and/or campus activities
- Collaborate to develop programs and initiatives designed to enhance student learning and engagement
- Perform other duties as assigned

**QUALIFICATIONS:**

Required: Masters Degree from an accredited institution (by start date) or 2 years full time professional experience in a related field. Successful candidate must demonstrate acquired skills in program planning, advising and the ability to work with varied and diverse constituencies such as students, faculty, and staff. He or She must have a strong commitment to diversity and inclusion. This position requires regular evening and weekend work. Preferred: Master's Degree in Higher Education/Student Affairs specialization. Previous experience working in Higher Education. Experience in one or more of the following: advisement, student orientation, first year experience programs, volunteerism, career services, multicultural affairs, student government, student organization/greek lettered organizations, student/organization advisement, international student programs, intramurals, commuter and non - traditional student services, retention programs, leadership programs, and/or campus activities. The ideal candidate will possess both practical and theoretical knowledge of student affairs work.

**TO APPLY:**

Submit a completed university application form, letter of interest, detailed resume, copies of transcripts and three letters of recommendation to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin January 30, 2012, and continue until position is filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Science and Arts of Oklahoma, a member of COPLAC, is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a flexible trimester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.