



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Director of Student Life

Classification: Exempt

Reports To: Dean of Students

Job Summary/Objective:

Serves as the key partner to the Dean in providing leadership, vision and strategic planning for the student living and learning community.

Position Type/Expected Work Hours: Full time.

Supervisory Responsibilities:

- Assistant Director of Student Life
- Student Workers

Essential Responsibilities:

- Provide leadership for the effective use of resources to enhance student services planning, student access and success and overall program and service quality
- Coordinates Residence Life including, but not limited to, room assignments in first year students and room selection in upper class women. Maintains residence hall oversight in conjunction with Resident Councilors and Resident Advisors. Works closely with Resident Advisors to plan and implement programmatic elements of residence hall living.
- Assist the Dean of Student Life with student issues including mediation, crisis management, identification of students at risk, and the student adjudication process.
- Collaborates with student organization and club leaders to support a vibrant and thriving student life community.
- In conjunction with the Dean of Students, comprehensively review the student handbook, policies and procedures for updates, revisions and ongoing compliance.
- Identify, advocate and implement methods and technologies that increase departmental effectiveness

- Serve on committees to include, but not be limited to: Eligibility, First Generation, Red Flag, Title IX, Special Accommodations, Founder's Day, Retention Committee and the , Critical Response Team
- Oversee ADA compliance and partners with 504 Compliance Officer and ARC Coordinator to support students with disabilities.
- Participates in on call rotation (nights and weekends) and must be available for occasional on site triaging of student relations.

Required Qualifications:

- A Master's degree (higher education, counseling, or a related field) and three or more years of experience in a supervisory capacity at a college/university
- Requires an understanding of the educational, cultural and social needs of a student living and learning community
- 3-5 years supervisory and leadership experience in a higher education or administrative capacity.
- Experience with alternate dispute resolution, conflict management, counseling diverse populations and mediation.
- Demonstrate the ability to work independently and develop relationships across the campus constituencies
- Excellent leadership, communication, organizational and interpersonal skills
- Ability to manage multiple priorities and meet deadlines
- High level of energy and enthusiasm, and an appreciation for an academically focused, residential, diverse liberal arts college
- Strong organizational skills and attention to detail
- Ability to manage confidential materials and maintain confidentiality when working on specific task or projects
- A sense of urgency and ability to prioritize tasks and resources appropriately
- Demonstrate proficiency in Microsoft Office and the utilization of technology to enhance the student experience.

Preferred Qualifications:

- Counseling or mediation certification.
- Familiarity contracts management and negotiations
- Program development and assessment

Work Environment:

This position requires frequent evening and/or weekend work during the academic year as well as serving in an after-hours on call rotation.

Physical Demands:

Continued periods of working at a computer, sitting and/or standing may be required for this position. Lifting of 5-10 pounds.

Travel: As needed for student advisory events or training.

Deadline for Submission: January 31, 2018.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a **Sweet Briar College employment application**, cover letter, résumé and three professional references to dirstudlife@sbc.edu.