Oregon College of Art and Craft seeks a dynamic and capable Director/Associate Director of Student Services. This position is responsible for implementing and coordinating all student activities and ancillary services that support student success and community for a student body of approximately 200 undergraduate and graduate students from across the country. The Director of Student Services plans and organizes student events and programming, and coordinates supplementary academic, psychological, social, residential and career services. The director develops and implements strategies for strengthening student satisfaction, retention, persistence and graduation rates in collaboration with other members of the Enrollment Services Division. The director reports to the Chief Enrollment Officer. The Director of Student Services is a full time, benefited, exempt position with salary DOE.

To apply, submit a current resume, letter of interest with salary requirements, and list of references to hr@ocac.edu Attn: Director of Student Services Search. Applications due August 1, 2015.

Responsibilities

- Develop and coordinate all aspects of the student services component;
- Design, plan, coordinate and implement the new student and parent orientations (fall and spring);
- Initiate and coordinate the annual review and revision of student related policies, including publication of the Student Handbook;
- Provide information to students on community resources, including but not limited to: housing, employment, health insurance, emergency services and medical treatment;
- Develop and coordinate the academic assistance program
- Design and implement residence life services; coordinate on-campus housing placements; and hire, train and supervise the on-campus student Resident Advisor position;
- Provide crisis intervention, individual counseling and referral services to students and their families, on an as-needed basis;
- Coordinate psychological services and supervise the duties of the consulting psychologist and licensed professional counselor;
- Manage the department budget
- Coordinate annual student council elections; plan and facilitate new officers’ orientation; and act as the staff advisor to the Student Commonwealth;
- Working with the Chief Enrollment Officer, develop and coordinate retention goals, objectives and services;
- Design, implement and analyze evaluations for all student services program activities and services and make changes to services as necessary.
- Other duties as assigned.

Experience and Qualifications

- Excellent verbal, written and interpersonal communication skills.
- Demonstrated customer/student service skills.
- Computer proficiency in Microsoft Office.
- High energy, superior organizational skills, strong problem solver and flexibility required to be successful in this position.
• Two or more years experience working in higher education, including employment in a student service area.
• A minimum of a bachelor’s degree but masters preferred. Preferred educational background in the arts, fine arts in particular, as well as in higher education administration, college student development or closely related field desired.

Oregon College of Art and Craft is committed to equal employment opportunity for all persons without regard to race, color, creed, religion, sex, national origin, marital or parental status, political ideas, sexual orientation, veteran status, age or disability. In addition, the College is committed to improving employment opportunities for and utilization of people who may have been denied equal opportunity in society at large. The College encourages application from people of color.