Director of Student Affairs

Reporting to the Vice President of Student & Administrative Services, the Director of Student Affairs manages policy, compliance and services for our students consistent with the mission, values and strategic priorities of the institution.

Areas of responsibility:

- Develop and maintain all student affairs policies, and keep the College current on all applicable laws, regulations and practices in higher education.
- Manage the Student Handbook, the Student Affairs webpages, and all communications to students on matters of policy and support services.
- Serve as the Title IX Coordinator for the College.
- Manage the student grievance process.
- Serve on the College’s Code of Conduct team, manage investigation process including communications and appropriate documentation.
- Provide training and program facilitation for staff, students or faculty as appropriate.
- Provide direction and oversight for the delivery of disability services and academic tutoring for students, including direct collaboration with faculty, staff and students.
- Take a leadership role in cross functional teams on all matters of student success and retention.
- Maintain an office of student affairs that represents the highest standards of respect and ethics, promotes equal opportunity and supports a diverse learning community with clearly defined student rights and responsibilities.
- Promote and support student activities, opportunities for student governance and participation in the College community.
- Establish a student affairs presence at all regional campus centers and develop programs and events for student engagement and recognition.
- Provide strategic guidance for expanded student support services and supervise the Disability Services and Academic Support Specialist.
- Provide guidance and support for student trustees and student advisory board.

Minimum requirements:

- Master’s degree in a related field required
- Minimum five years of experience in student affairs or direct student support services and demonstrated commitment to a professional code of ethics and best practices for student affairs professionals
- Working knowledge of relevant laws and regulations
- Excellent communication and facilitation skills
• Experience with crisis management, positive intervention strategies, and confidentiality standards in sensitive matters
• Experience in higher education administration preferred
• Supervisory experience preferred

Compensation: Salary commensurate with experience, full USNH benefits package

Application Process: Please send resume, letter of interest, the names and contact information for three professional references and salary requirements via email to: gsc.hr.its@granite.edu

Equal Opportunity / Affirmative Action: The University of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action institution. The university seeks excellence through diversity among its administrators, faculty, staff, and students. The university prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged.

No phone calls please.