Carleton College Exempt Position Description

Job Title: Senior Director for Student Life
Reports to (Title): Vice President for Student Life and Dean of Students
Department: Dean of Students
Division: Division of Student Life
Revision Date: April 19, 2021

Position Overview:
Reporting to the Vice President for Student Life and Dean of Students (VPSL/DOS), the Senior Director for Student Life is a member of the divisional leadership team with primary responsibility for providing the leadership, coordination, and direction for maintaining/creating an environment that promotes the personal, intellectual, and social development of all students. The Senior Director for Student Life provides leadership and supervision for student life departments that enhances the academic success of a diverse student body.

Division Of Student Life: Carleton’s Division of Student Life provides resources, programs, and services that support the holistic development of our students. We create opportunities that enrich learning and promote self-advocacy while emphasizing both community and individual well-being.

Essential Job Functions/ Responsibilities

▪ **Planning & Management-Critical Projects:** Partner with the executive leadership team to analyze and prioritize the critical challenges faced by the division. Develop & deploy appropriate interventions in collaboration with appropriate stakeholders.

▪ **Communications:** The Senior Director for Student Life will manage communications on behalf of the VPSL/DOS. This includes drafting various communications to students, faculty, staff, parents and families and other constituents. The Senior Director for Student Life will also prepare presentation materials for various meetings/gatherings. The Senior Director for Student Life will provide an annual assessment of departmental and divisional webpages and will manage the social media presence for the division.

▪ **Institutional Diversity and Equity Initiatives:** The Senior Director for Student Life will coordinate the winter convocation dialogue program, in addition to initiatives that further a better understanding of difference at Carleton and beyond. This includes, but is not limited to, developing a proposal for a common reading program, working with Human Resources and directors to implement a staff diversity recruitment and retention strategy, coordinating staff divisional diversity and cultural competency initiatives, and developing a four-year co-curricular framework in conjunction with divisional directors. The Senior Director will develop initiatives specifically for first generation and low income students. The Senior Director will convene working groups and taskforces as needed.
- **Policies and Process review:** In liaison with various offices on campus, the Senior Director for Student Life will provide leadership and guidance in the bi-annual review of policies and processes impacting students. This includes, but is not limited to, policies contained in the student handbook and official Carleton websites. The position will also support the creation and interpretation of student policies and their operational impact institutionally and beyond.

- **An Analysis of the Student Experience:** The Senior Director for Student Life is responsible for establishing and implementing an on-going systemic student affairs assessment plan that highlights the student experience. In collaboration with the Institutional Research and Assessment Office and the Associate Dean of Students, and in pursuit of the goals of the College’s Plan for Inclusion, Diversity, and Equity (the “IDE Plan”), the Senior Director for Student Life will delve deeply into data regarding the student experience and create ways for students to share their experiences. This includes, but is not limited to, mining existing survey data, developing relevant survey questions for future surveys, and conducting focus groups on class based, identity based and other experiences.

- **Leadership Support:** Provide leadership support for the areas of planning, human resources, policy development, operations, facilities, and budgets for all reporting departments, as designated by the VPSL & DOS.

**Education/Experience/Skills (supported by job duties):**

**Required:**
- A Master’s degree with an advanced degree preferred in higher education administration; college student services administration; or relevant field.
- Ability to research, learn, and write about a wide variety of topics.
- A history of strong communication, presentation, and writing skills.
- An appreciation for a diverse workforce and a commitment to help the College achieve the goals of its IDE Plan.
- A minimum of 8-10 years of experience, with progressively responsible leadership in student life and/or relevant higher education administration experience.
- An understanding of the national residential liberal arts college context.
- Demonstrated initiative and the ability to handle major project management responsibilities are necessary.

**Preferred:**
- A terminal degree preferred in student affairs/higher education administration.
- An appreciation for and experience with conducting assessment and evaluation in higher education.
- Experience developing and implementing programs and services.

**NOTE:** This job description is not intended to be all inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.