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Executive Director of Student Life: Job Description

University of Southern Maine

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I. Title: EXECUTIVE DIRECTOR OF STUDENT LIFE

Division: Student Affairs **Department:** CSAO/CSSO

Location: 219 Sullivan Complex, Portland Campus & 121 Upton Hall, Gorham Campus

Work Schedule: Flexible, typically Monday through Friday, 8 AM - 4:30 PM.; some evenings and weekends required for after-hours on-call emergency response, and event attendance.

Organizational Relationships

Reports to: Chief Student Success Officer

Supervises: Administrative Support Specialist CL2, Director of Gorham Student Life, Director of Portland Student Life, Director of USM Dining, and Co-Coordinator of Multicultural Student Affairs

Coordinates with: President’s Office, Provost’s Office, Office of the Chief Financial Officer, Public Safety, Facilities Management, Risk Management, Disabilities Services Center, Student Accounts, Financial Aid, Marketing and Brand Management, Public Affairs, Advancement, Division of Human Resources, General Counsel, Internships, Career Placement, and Community Service Learning, Graduate Studies, Divisional Leadership Team: Director of Athletics, Dean of Students, Executive Director of Student Success, Registrar, Divisional Financial Manger, Director of Technology for Enrollment Services, Associate Director of Admissions, Director of Prior Learning Assessment, Students and their families.

II. STATEMENT OF JOB:

The Executive Director of Student Life (“EDSL”) is a senior leadership position within the Division of Student Affairs and a member of the Chief Student Success Officer’s Management Team. The EDSL exercises considerable independent judgment and decision-making authority and has primary responsibility for the strategic and administrative leadership, development, and oversight of Gorham Student Life, Portland Student Life, USM Dining, and Multicultural Student Affairs. In addition, the EDSL serves as the Deputy Title IX Coordinator; overseeing the University’s response to disclosures of sexual violence, sexual harassment, relationship and dating abuse, and stalking that involve student, manages the formulation and updating of policies under the responsibility of the Division, and heads special projects and committees by assignment.

III. ESSENTIAL FUNCTIONS:

1. Provides strategic day-to-day leadership, direction, and supervision for Gorham Student Life, Portland Student Life, USM Dining, and Multicultural Student Affairs
2. Serve as the Deputy Title IX Coordinator coordinating with the Director of Equity & Compliance to oversee Title IX compliance, including coordination of training, education, communication, and administration of grievance procedures for students
3. Advises and consults with the Divisional Finance Manager/Human Resources Liaison on all administrative, financial, and human resources aspects of Student Life
4. In coordination with the Divisional Financial Manager, develops annual and multi-year budgets E&G and Auxiliary of over 13 million dollars and identifies and evaluates new revenue sources

5. In coordination with System Legal Counsel, analyzes decisions, actions and proposals in respect to liability for the department and the University
6. Provides oversight, vision, and direction on collaborative program development supportive of the academic mission.
7. Responsible for on-going assessment of Student Life services and programs as they impact the student experience, retention, recruitment and the University as a whole.
8. Oversees major projects for the CSSO for example: the cost-benefits of redefining delivery of specific programs and services provided by the Division, assessment of economic and programmatic impact (retention, recruitment, student success) of current and potential program changes, etc.
9. Leads and/or participates in special projects and committees as assigned by the Chief Student Affairs Officer; such as Foundations of Excellence (First Year Matters), Institutional strategic planning, Financial Partnerships, Commencement, etc.
10. Regular review and revision of Student Life policies and procedures
11. Anticipates needs, makes judgments, and independently designs improved processes
12. Performs other reasonably related duties as assigned

IV. SUPERVISORY RESPONSIBILITIES:

Supervises Administrative Support Specialist CL2, Co-coordinators of Multicultural Student Affairs, Director of Gorham Student Life, Director of Portland Student Life, and the Director of USM Dining.

V. BUDGETARY RESPONSIBILITIES:

Responsible for administering E&G and Auxiliary funds in excess of 13 million dollars, and has designated signature authority for: purchasing card use; purchasing and approval processing via MaineStreet Marketplace or in other cost effective ways as necessary; travel and meal reimbursement requests and expense reports; handling professional membership and conference fees, and related financial transactions; and managing the budget for special events. Authorized to negotiate and commit funds for service contracts, space, furniture and equipment and to make independent funding decisions as necessary on behalf of the Chief Student Success Officer.

VI. PUBLIC/PROFESSIONAL ACTIVITIES:

Attends and participates in relevant professional activities. Maintains and enhance skills and professional relationships necessary to the position.

VII. INTERNAL AND EXTERNAL CONTACTS:

Develops relationships and maintains regular contact with Divisional leadership and other employees, and the staff in the other the Executive Offices of the Institution. Frequent telephone and written contact with University and System departments; students and their families, and the general public.

VIII. KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to problem solve, negotiate, and utilize effective people skills within a diverse community
2. Ability to build effective relationships, motivate, provide leadership, address conflict, and utilize and motivate direct reports effectively for the benefit of the Division
3. Ability to interpret and apply complex rules and procedures to varied situations and to work to ensure Divisional compliance with all policies and procedures
4. Ability to work collaboratively and to lead major planning efforts
5. Ability to handle multiple competing priorities, to set and meet deadlines, and to deliver quality products in a timely and efficient manner
6. Ability to organize and host public events
7. Skills in designing, developing, and implementing strategic plans, changes, and decisions
8. Skills in group facilitation in policy review and revision
9. Skills in effective and persuasive interpersonal communication skills to gather information, resolve problems, assess situations, coordinate major projects, and advise the CSSO on Student Life issues

IX. QUALIFICATIONS:

1. Master's Degree and 7 years of varied student affairs experience with progressive responsibility that includes experience in residential life, judicial affairs or Title IX administration, policy review and revision, and personnel and financial management
2. Excellent organizational, communication, and interpersonal skills
3. Ability to work with grace under pressure and to prioritize multiple tasks

For Office Use Only:

Approved: 08/2013
Job Family: 18
Salary Band: 107
Unit: Non-Represented Professional
Employee: Vacant
Position#: 00012166