



<b>Job Title</b>	Assistant Director, Student Success Services	<b>Job Code</b>	SD0824
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	16
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Student Development & Enrollment Services	<b>Union Code</b>	O
		<b>Subfamily</b>	Student Success Services

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Housing & Residential Life Professionals** provide quality programs and services that support student success.

**Job Summary**

Provides leadership and coordination of student services, providing a student-friendly, service-oriented environment.

**Representative Duties**

1.
  - Collaborates with other leaders in the development and implementation of student events, service activities and student programs. including but not limited to orientations, stress management, enrollment requirements, Match Day, Class Day, awards ceremony and graduation activities
  - Provides oversight and guidance regarding student elections, student council budget and student organization expenditures
  - Collaborates on the implementation of career advising activities
2.
  - Serves as backup for administering the Dean's Workstation for the Electronic Residency Application Service (ERAS) and ensuring that all student files are uploaded appropriately
  - Develops and maintains comprehensive resources for students
  - Develops the specialty advising program, ensuring communication with specialty advisors and providing educational resources, including maintaining a dedicated faculty advising web resource

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**