

Unification Theological Seminary Director of Student Life - Part-Time (20 Hours)

Kathy Winings
March 14, 2016



Description:

The Unification Theological Seminary (UTS) is seeking a part-time Director of Student Life for its ecumenically and culturally diverse graduate student body. The Director of Student Life supports student retention through the coordination of all student-related programs, activities and services, other than academic matters, which directly affect the students' general welfare and the vitality of the Seminary. The Director also supports the assessment of students' experience on campus. To accomplish this, the Director will work to develop and support specific programs and activities for students as well as generally provide opportunities for personal growth and leadership development for students. The Director will also work with the Student Advocacy Council (student government) and Chaplain to further support the formation of community and the non-academic needs of our students.

The ideal candidate will hold a Masters degree and will be an outgoing people-oriented individual. A graduate of UTS would be a plus. The successful

candidate should also feel at home in working and communicating with diverse nationalities and faith backgrounds. Writing skills and reporting skills also needed. This position reports to the Vice President for Academic Affairs.

Responsibilities:

- Develop and implement student activities and programs
- Assist in the orientation of new students during Orientation period
- Support and advise the Student Advocacy Council, attend SAC meetings and support elections of SAC members
- Serve on the Enrollment Management Committee
- Process students' non-academic grievances
- Process Leave of Absence forms
- Support the academic administration in assessment of student life
- Circulate among the students and get to know the students
- Suggest academic support programs to the academic administration
- Organize the Student Convocation program and Code Signing with the Vice-President for Academic Affairs and Registrar
- Processes budget requests for student activities

Applicants should submit a resume/CV, a short letter offering why they are interested in the position and contact information for two references (including name, address, phone number and email addresses). References will not be contacted without consent from applicant. Application materials should be submitted to: Dr. Kathy Winings