



Position Title:	Director College Student Services		
Reports To:	Provost, NWSA		
Department:	New World School of the Arts	Job Code:	0122
Prepared By/Date:	Lourdes L. Werner/6-14-2010	Job Group:	PEC
Approved By/Date:	Jeffrey Hodgson/6-29-2010	Salary Grade:	18
Revised:	Jennifer C. Brito/6-29-2010	FLSA Status:	Exempt

Summary:

The Director of College Student Services is responsible for the delivery of all services related to Student Affairs, including recruitment, admissions, advisement, registration, orientation, enrollment management, financial aid, budget planning and implementation, international student issues, scholarships, student government, students with special needs, student activities, graduation, and alumni relations. The Director works with Miami Dade College and the University of Florida personnel to coordinate services involving all these areas and to resolve issues students face with the partner institutions and works closely with the high school Principal to coordinate the dual enrollment process for the high school.

Essential Duties and Responsibilities:

- Develops and implements recruitment plan and budget for Student Services and the four NWSA Arts divisions that include goals and objectives and spending allocations.
- Oversees recruitment activities.
- Manages admissions process and the review of all applications and files before final acceptance.
- Assists college students and parents with housing, financial aid and other issues during the admission process.
- Oversees advisement and registration processes working with the deans, division assistants, faculty, and students.
- Manages enrollment data including ethnic breakdown, gender, and credit count for Miami Dade College and the University of Florida.
- Manages scholarship coordination.
- Plans and implements a week-long Orientation at the beginning of the Fall semester for incoming students, including advisement, registration, social activities, development of the student handbook, and the freshman seminar which includes workshops such as budget, study skills, time management, stress management, alcohol & drug use, eating disorders, safety, sex education, etc.
- Certifies students for graduation in conjunction with MDC and UF and coordinate Graduation events including commencement and other special events related to graduation.
- Serves as advisor to student government, providing direction to develop and achieve yearly goals and expenditure of the student fees budget.
- Trains faculty and staff in using the student services computerized system and advisement issues as needed.
- Coordinates all college student special events including Thanksgiving luncheon, other holiday events, UF convocation, and all other student government events.
- Plans and implements the sophomore experience event to aid in student retention. Conduct surveys to assess the success of Orientation
- Develops, implements and monitors Student Services budget to ensure efficient and effective use of resources.
- Coordinate with the ACCESS department to assist students with special needs.
- Serve on school, campus, and college committees.

- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of Miami Dade College and the University of Florida policies and procedures
- Ability to prepare and manage budgets
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to train staff and faculty
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse multi-ethnic and multi-cultural community
- Ability to develop and interpret enrollment management statistics
- Strong leadership qualities to promote excellent customer service in handling of student services.
- Must have knowledge and understanding of all student services processes, enrollment trends, and knowledge of the Miami Dade College and the University of Florida systems, NWSA artistic curriculum and the Miami Dade College academic curriculum.
- Excellent computer skills, including strong knowledge of Odyssey, Word Processing, and Spreadsheet Processing software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree and five (5) years of relevant work experience in Student Affairs.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name