Job Vacancy Notice

Job Title: Student Affairs Director
Job ID: 21905
Location: CUNY School of Law
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSIGN DETAILS

CUNY School of Law is the #1 public interest law school in the country. Founded in 1983, we train lawyers to serve historically underrepresented communities and work towards greater diversity in the legal profession. Our motto, “law in the service of human needs,” infuses everything we do. We are seeking a dynamic and creative Student Affairs Director to join our team.

Reporting directly to the Associate Dean of Student Affairs, and supporting the objectives of the Office of Student Affairs, the Director of Student Affairs helps students face the challenges of law school and beyond by providing programming and services that connects students to resources and co-curricular education and activities.

In supporting and promoting a culture of care and thriving, student retention, and wellness education, the Director of Student Affairs will assist in the enhancement, management and sustainability of a comprehensive health and wellness program that strengthens and provides equitable access to counseling and psychological services; delivers transformative contemplative lawyering programming and educational opportunities; and takes a holistic and integrative approach to student health and wellness.

The Director of Student Affairs will assist in the administration and enhancement of incoming student orientation; the public interest law grant/fellowship program; emergency student grants; student support services for the Evening program; diversity, multicultural and inclusion related programming; and other programs as deemed necessary.

In conjunction with the Associate Dean for Student Affairs, the Director of Student Affairs will also help manage the fiscal, human resources and grant management activities of select programs.

Key responsibilities are, but not limited to the following:
- Ensure students access to the resources and co-curricular education opportunities, in alignment with the goals and objectives of the Office of Student Affairs.
- Assist in developing, administering and overseeing a comprehensive and integrative health and wellness program, and contemplative lawyering program.
- Strengthen the public interest law grant/fellowship program as well as support services for evening students; and the diverse student community.
- Assist the Associate Dean for Student Affairs with the coaching/counseling of students, program planning of incoming student orientation and graduation, in conjunction with other stakeholders in the law school community.
- Collaborate with academic affairs professionals and others community partners in supporting student retention, resolving issues and crisis situations, facilitating critical conversations, and building a comprehensive learning environment that fosters the intellectual, psychological, social and leadership development of a diverse student population.
- Work with the Director of Student Services in handling emergency grants, and student accommodations and extensions.
- Manage periodic assessment of campus climate, and student engagement and advisement to provide insight on strategic areas for students personal and professional growth and development.
- Represent student affairs on various committees and in professional settings.
- Understand and comply with all Business Affairs Office policies that apply to financial transactions.
- Perform other duties assigned by the Associate Dean for Student Affairs

**QUALIFICATIONS**

Bachelor's degree and eight years related experience required.

Other Qualifications:
- Juris Doctor (JD), Master's or Doctoral degree, preferred, in student affairs, higher education management, counseling, or a related field.
- Knowledge of CUNY policies, procedures and regulations are highly preferred.
- Exceptional technological skills
- Outstanding organizational, problem-solving, project management, analytical, and conflict management skills and ability to balance numerous demands, evaluate competing priorities and adjust planning as needed.
- Demonstrate commitment, understanding and sensitivity to the cultural, social and educational needs of a diverse student body with diverse values and priorities.
- Experience and/or training in forms of conflict resolution include coaching, mediation, negotiation, facilitated dialogues, and restorative justice.
- Demonstrated ability of establishing and maintaining effective cooperative working relationships with students, faculty, and staff, system-wide colleagues, and community partners.
- Demonstrated ability to work on sensitive, confidential, and complicated issues with discretion.
- Experience using assessment and data as a part of decision-making, program development and improvement.
- Successful implementation of student programs for a diverse student population and evidence of successful higher education-wide collaborations preferred.
- Be a creative, dynamic individual with demonstrated examples of balanced and superior judgment.
- Be self-initiating and be able to manage multiple tasks and projects
- Provide courteous and accurate customer service to all students, visitors and campus community.
- Willingness to work evening hours and weekends as necessary.

**CUNY TITLE OVERVIEW**

Directs planning, program development, and administration to support access, retention, multicultural, and other student affairs objectives.

- Develops plans for, and leads a student development services unit which comprises a variety of services and programs
- Collaborates with academic affairs professionals and other in supporting retention and building a comprehensive learning environment that fosters the intellectual, psychological, social, leadership and recreational development of a diverse student population
- Assists senior management in providing leadership, developing policy, conducting strategic planning, and representing student affairs in various professional activities
- Evaluates the effectiveness of the portfolio of student services in supporting divisional and College-wide goals; oversees data collection, tracking, and reporting systems
- Manages fiscal and human resources; may oversee grant management activities for selected programs
- Performs related duties as assigned.

Job Title Name: Student Life Director

**CUNY TITLE**

Higher Education Officer

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

$101,572 - $113,074; Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campus.

https://hrs.hr.cuny.edu/psp/hr/cunyfirst/hrms/c/HRS_HRPM.HRS_JO_FIND_JOB.GBL?Folder=MYFAVORITES
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Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

**CLOSING DATE**

Resumes will be accepted through April 5, 2020.

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.