

Job Title	Student Life Center Director (Law School Wellness Center)
Job ID	28744
Location	CUNY School of Law
Full/Part Time	Full-Time
Regular/Temporary	Regular

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POSITION DETAILS

The Director of Student Support & Wellness at CUNY School of Law leads the Student Support & Wellness Team within the Student Affairs and Enrollment Management Division. This role coordinates a comprehensive portfolio of services for students centered on student support, wellbeing, and success. Responsibilities include designing, developing and supervising programs and services to support student success, and enhance the student experience. Additionally, the Director ensures compliance with state and federal regulations, provides student-centered care, and collaborates with other student service areas within the law school.

Reporting to the Associate Dean for Student Affairs and Enrollment Management, the Director provides leadership and strategic planning for counseling services, development of clinical policies and best practices, and management of all counselors, practitioners and clinicians on staff. The Director ensures the provision of culturally responsive services to meet the diverse educational needs of the law school community.

In addition to the position summary and the CUNY Title Overview, other key duties include, but are not limited to the following:

Administrative/Operations

- Provide administrative and strategic leadership for the Student Support & Wellness team, including but not limited to supervision, program evaluation, and reporting.
- Conduct outcomes assessment, analyze data, and implement initiatives to optimize student services, and support the student experience.
- Oversee campus outreach initiatives, trainings, and workshops to ensure the visibility, accessibility, and utilization of Student Support & Wellness services.
- Provide administrative oversight of the development of all policies and procedures, communications, print materials, branding and web presence for the Student Support & Wellness team.
- Serve as a subject matter expert and consultative resource to internal stakeholders including faculty, staff, General Counsel, and Chief Diversity Officer.
- Collaborate and coordinate with all departments and areas within the law school community

Serve on committees as assigned.

Student Support & Wellness

- Provides clinical supervision and training to counselors and interns in accordance with the American Psychological Association (APA) and/or CACREP standards.
- Oversee the coordination and provision of short term, individual counseling, crisis intervention, psychoeducation, mediation, and outreach services to students across a broad range of presenting issues.
- Evaluate supporting documentation for determination of reasonable accommodations for students with disabilities.
- Advocate on behalf of students with faculty and staff to ensure provision and facilitation of accommodations.
- Communicate regularly with the Library, Information Technology, Audio Visual, Financial Aid, Career Planning, Academic Affairs, Clinical Programs, and Public Safety on the provision of campus accessibility.
- Collaborate with Academic Affairs and Student Affairs on consultative support requests from faculty and staff
- Manage the grievance process for any student related disability complaints.

*This position is also eligible for a hybrid work schedule that includes a minimum of 70% in-person hours (based on departmental and/or divisional needs) the requirement for in-person work may be higher than 70%.

Evening and weekend duties may be required.

QUALIFICATIONS

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Bachelor's degree and eight years related experience required.

PREFERRED QUALIFICATIONS

The ideal candidate should have:

- Terminal degree in psychology, counseling, social work, higher education administration, or other related discipline.
- Four to six years' experience managing programs serving a diverse student population in a higher education setting, including developing policies for the provision of mental health, wellness and support services.
- Established record of developing multidisciplinary teams with a focus on student success and engagement.
- Well versed in disability laws and regulations including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and its applicability in higher education.
- Strong interpersonal, communication, written, and presentation skills
- Proficient in the use of technology, case management and learning management systems; Microsoft Office Suite & 365, plus, virtual meeting/conferencing, collaboration tools, and social media.

CUNY TITLE OVERVIEW

Oversees operations of a Student Center facility or facilities, and develops and implements related policies.

- Assists in fiscal planning and administers budgets and expenditures related to facilities
- Administers and supervises personnel matters on staff operations
- Develops standard operating procedures and guidelines for events, operations, and customer service, and strives for continual improvements in operations and services
- Works with other College units, particularly security, facilities maintenance, and financial areas to assure the effective and safe operations
- May administer related programs such as the risk management program
- Assists in general planning and implementation of student affairs programs
- Performs related duties as assigned.

Job Title Name: Student Life Center Director

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

\$107,789 - \$129,310

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 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 cuny.jobs, 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

Applications will be accepted until August 9, 2024

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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.

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