

Job Title:

Assistant Director of Student Affairs

Reports to:

Vice President of Student Affairs and Enrollment

Job Description:

At this time California Health Sciences University is seeking a full-time Assistant Director of Student Affairs to join its team. A successful candidate for this position has experience working directly with students to support all aspects of the student lifecycle. Most importantly, this position requires strong interpersonal skills and the ability to take on student support projects with minimal direction.

**Duties &
Responsibilities**

Student Support Services:

- Provides leadership for the Student Government Association by serving as the SGA Advisor.
- Develops, implements and promotes programs that foster student leadership and professionalism.
- Oversees student pre-orientation and orientation programs.
- Advises students in regard to academic, personal, and professional aspects of student life to support student success.
- Coordinates wellness programs, Welcome Week activities, a student recognition and awards program, and other events sponsored by the Office of Student Affairs.
- Promotes student participation in co-curricular, social, and cultural activities.

Career Services:

- Develops and implements annual Career Day, career development workshops, and career coaching.
- Maintains employer contacts for internships, residencies and employment; fosters relationships and partnerships with employers; shares information with students regarding employment/internship/residency opportunities.
- Collects and reports data regarding student placement in internships, residencies and employment.
- Collaborates with the Director of Development and Communication, and Director of Experiential Education on strategies and initiatives.

Administrative Responsibilities:

- Supervises the Student Affairs Administrative Assistant.
- Manages relevant OrgSync portals.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Vice President of Student Affairs and Enrollment.

Qualifications:

Education

B.A. required, M.A. preferred in a higher education-related field.

Skills & Experience

- Candidates must have 1-3 years of experience in a position directly supporting student services, specifically in regards to student counseling, career services, personal and professional development, orientation, student government, wellness programs, and campus activities.
- Must have strong interpersonal skills and the ability to create, execute, and maintain student support programs with minimal direction.
- Strong organizational, interpersonal, and communication/presentation skills are a must.

Salary:

Competitive Salary DOE. Benefits include eligibility for vacation, sick, and holiday pay; Medical, Dental, Vision, Life Insurance, company paid Long Term Disability, Flexible Spending Accounts, Supplementary Health Plans, Tuition Assistance, and 401k.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted.

Please send a completed package electronically to careers@chsu.org and type

ASSISTANT DIRECTOR OF STUDENT AFFAIRS in the subject field of the email.

*CHSU is an Equal Opportunity/Affirmative Action Employer.
Minorities, women, veterans, and persons with disabilities are encouraged to apply.*