

Sul Ross State University

Position Description

Official Title: Director of Student Services

Job Code: 1623

Salary Group: Unclassified 7

Summary

Function: To develop community among students, faculty and staff, to advocate for students; to develop and implement enrollment strategies; to provide student services.

Scope: To serve the undergraduates and graduates attending Sul Ross State University Rio Grande College in Del Rio, Eagle Pass, and Uvalde, Texas.

Duties

Essential: Design and implement student development and leadership programs; advise student government organizations; manage student service budgets of state and local funds; coordinate student service fee allocation process; provide input into all SRSU Rio Grande College's policies and procedures that impact students; serve on the RGC Vice President's Administrative Council; serve as Title IX and Americans with Disabilities Act Coordinator; hearing officer or sexual harassment and other grievances involving students. Academically advise new students and supervise Senior Enrollment Specialists and Enrollment Specialist as they advise students transferring to SRSU Rio Grande College, coordinate student tutor program; develop resources for students, staff and faculty for various academic improvement programs; develop and implement counseling and career services to include initial short term personal counseling and personal counseling referrals, maintain printed and internet based resources for students exploring careers, graduate school options and professional job searches. Department heads are responsible for content and maintenance of their department web pages. Recruitment travel within 14 county regions; information presentations to prospective students, high schools, and community colleges; campus visit programs; supervise Senior Enrollment Specialists and Enrollment Specialists as they recruit in the area. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Prepare student handbook; act as liaison with Student Life Department in Alpine.

Supervision

Received: Reports directly to the Vice President for Administrative Services and Chief Operating Officer RGC

Given: Senior Enrollment Specialists and Enrollment Specialists and Student Services support staff at each site; student assistants and tutors in Student Services Department

Education

Required: Bachelor's Degree in Student Personnel Administration or related field.

Preferred: Master's Degree in Student Personnel Administration or related field.

Experience

Required: Experience in student Services/Affairs with a diverse primarily nontraditional student population or related field.

Preferred: Three to five years experience in student Services/Affairs with a diverse primarily nontraditional student population.

Equipment/Skills

Required: Standard office equipment; computer literacy; interpersonal, organization, communication (oral and written), problem solving and creative.

Preferred:

Working Conditions

Usual: Based in Del Rio, Texas; exempt from overtime provisions. Position is security sensitive.

Special: Travel required between three attendance sites located 60-70 miles apart, including Uvalde and Eagle Pass.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April, 2022