



Savannah State University Position Description – Director, Student Development

POSITION DESCRIPTION

Position Title: Director, Student Development FLSA Status: Exempt
Reports to: Vice President for Student Affairs
Division: Division of Student Affairs
Date Prepared: January, 2009

BASIC FUNCTION

This position is responsible for the effective management and administration of counseling, health, career, disability and intramural sports and wellness services at Savannah State University; recognizing the importance of a comprehensive college health program to include focus on professional, personal and career counseling services, health promotion, education and prevention, medical/clinical/holistic services and other consumer services.

NATURE & SCOPE

This position is critical for the positive impact it has on student learning, development, and retention. Initiates and implements a broad range of educational, developmental, and experiential programs that expand students' career preparation and cultivates their behavioral and physical well-being.

Reporting directly to the Vice President for Student Affairs, the Director will provide supervision, direct service, planning and programming efforts for diverse student population. Plan and implement programs to promote a greater awareness within the entire institutional community of the services offered by units in the department.

Establishes office procedures to ensure that students' requests are met; assists in the recruitment, employment and orientation of staff. Coordinates, supervises and performs the evaluation process with all part-time and full-time personnel. Recommends and manages an annual budget for the department. Approves the purchase of equipment, services, supplies and departmental travel expenses, as well as performs budgetary monitoring and control as designated.

Collaborates with other university personnel and departments for programming and grant work. Collaborates with community agencies for programming and grant work. Responsible for overview of the content and design of all student development publications. Establishes alliances and attends meetings within the University System of Georgia.

PRINCIPLE ACCOUNTABILITES

- Develops policies and procedures and supervises all activities related to student development programs.
- Assists individuals in achieving more effective personal, social, educational, development and adjustment services.
- Supports student services components to meet division and university goals and objectives.
- Serves on campus and Savannah-Chatham committees as requested.
- Conducts research to facilitate the long range goal setting and planning process of the student development.
- Responsible for recruiting and training interns from counseling and social work programs.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires a Master's degree in counseling, social work, psychology or related field. Must be licensed in the state of Georgia. Knowledge in career development, crisis intervention, intern supervision/peer training, and residence life programming. Ability to communicate effectively and relate interpersonally.