

Director of Student Services and Retention

Position Details

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Advertising/Posting Title	Director of Student Services and Retention
Diversity Statement	The University is especially interested in candidates who can contribute to the diversity and excellence of the institution. Applicants are required to include in their cover letter information about how they will further this goal.
Posting Summary	Develop, implement, and assess comprehensive undergraduate student affairs functions for the College of Education and Social Services (CESS) in support of college and university academic and enrollment management goals. Provide strategic program development to ensure a high-impact, high-quality student experience. Lead the development and implementation of processes, procedures, and policies that impact enrollment management, academic advising, and the student experience, including the CESS First-time, First-Year (FTFY) student professional advising model. Advise and collaborate on key success points that include FTFY to sophomore year retention, four- and six-year graduation rates, and transfer student matriculation. Lead tiered model of support and provision of supplemental support services for students in need. Supervise the daily operations, staff, and interns located in the Office of Student Services. Coordinate major events and pathway programs in CESS and represent the college at university events related to student recruitment, success, and retention.
Minimum Qualifications (or equivalent combination of education and experience)	Bachelor's degree in Education, Social Services or related fields and five to six years experience in student services. Effective management skills and supervisory experience required, as well as organizational, interpersonal, public presentation and communication skills. Proficiency with MS Word, Excel, and report writing required. Demonstrated ability to prioritize and organize multiple tasks to meet deadlines and success working effectively and collaboratively in a team environment required.
Desirable Qualifications	Experience working with diverse populations, planning, developing, and implementing student-centered programs, services, high-impact educational practices, and strategies that promote academic degree progression. Knowledge and experience with well-being initiatives, holistic and academic advising and/or student development standards and practices required.
Other Information	For more detailed information about us, visit the College of Education and Social Services' website, www.uvm.edu/cess <i>The College of Education and Social Services (CESS) strives to promote a more humane and just society, maximizing human potential and the quality of life for all individuals, families and communities.</i>
Special Conditions	External candidates must complete a 4-month probationary period, A probationary period may be required, Occasional evening and/or weekends required (if non-exempt position, may result in overtime), A probationary period may be required for current UVM employees, Background Check required for this position
FLSA	Exempt
Payband Max (Represents full-time (12 months, 1.0 FTE) equivalent salary. Must be prorated for jobs less than 12 months or 1.0FTE (Salary/12 x # of months x FTE))	88200.00
Payband Min (Represents full-time (12 months, 1.0 FTE) equivalent salary. Must be prorated for jobs less than 12 months or	46400.00

1.0FTE (Salary/12 x # of months x FTE))

Staff Hiring Band Hiring salary budgeted at mid pay band

Union Position No

Posting Details

Position will be posted for a minimum of one week, after which it is subject to removal without notice.

Job Open Date 09/12/2023

Job Close Date (Jobs close at 11:59 PM EST.)

Open Until Filled No

Position Information

Position Title Enrollment Mgmnt Professnl Sr

Posting Number S4632PO

Department CESS Student Services/53040

Position Number 002578

Employee FTE 1.00

Employee Term 12

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?

- American Alliance of Museums
- American Association for Affirmative Action
- BostonWorks
- Burlington Free Press
- CareerBuilder
- Chronicle of Higher Education
- Community Organization (Please specify below)
- Consortium of Higher Ed LGBT Resource Professionals
- Craig's List
- CUPA
- Department of Labor
- Diverse Issues in Higher Education
- DiversityDB
- Diversity, Inc.
- Facebook
- Glassdoor
- HBCU
- HERC
- HigherEdJobs
- Hispanic Outlook
- Indeed
- Inside Higher Ed
- Job Central
- Job Fair
- JobsinVT
- LatPro
- LinkedIn

- Listserv (Please specify below)
- Monster
- NAFSA: Association of International Educators
- NACUBO
- NCAA Job Market
- NEACAC
- PoliceOne
- Rutland Herald
- Seven Days
- SHRM
- St. Albans Messenger
- Trade Show/Conference (Please specify below)
- Twitter
- UVM Catamount Job Link
- UVM Employee (Please specify below)
- UVM Employment Web Site
- Vermont JobLink
- VermontJobs.com
- Vermont Library Association
- Women in Higher Education
- Workplace Diversity
- Zip Recruiter
- Other (Please specify below)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. Other Document (1)