



Director of Student Development

DEPARTMENT	STATUS	CLASSIFICATION	RANK	DATE LAST UPDATED
240 – Student Development	Full-Time	Exempt	Manager I	April 2018

PURPOSE

Director of Student Development fosters student development, encourages student success, mobilizes students for campus involvement, and works to maintain positive morale among the student body. The Director initiates and/or maintains policies, actions, and programs creating a campus-wide environment conducive for student success. The Director recommends policy, establishes philosophy, and develops long and short-term goals demonstrating a meaningful commitment to student retention and success, engagement, character formation, and morale. The Director advocates for the student body.

GENERAL DESCRIPTION

The Director oversees the College's efforts to form students through co-curricular student development. The Director advises student government and supervises paid student government staff, Residence Life, Calling & Vocation, and other offices dedicated to student development and well-being. The Director leads the College's efforts in improving student success, character formation, engagement, and morale. The Director reports to the Vice President of Academic Affairs (VPAA).

ESSENTIAL DUTIES

- Responsibilities include, but are not limited to, the following:
- Devises and implements strategies for the retention and success of students, including leading institutional strategic initiatives for improving student success rates, co-chairing the campus-wide Enrollment, Retention & Student Success (ERSS) committee, and administrating Life Pacific's retention management software.
 - Oversees all student development functions and departments, ensuring achievement of departmental goals, meeting of budgets, and leadership development of students and staff.
 - Maintains the core values for student development at Life Pacific: fostering learning, fostering student success, fostering character development, and fostering student engagement.
 - Supervises student activities, development opportunities, and events for all students (including commuters) ensuring they align with core values.
 - Provides pastoral care to students and departmental staff as needed.
 - Engages in departmental and institutional strategic planning, budgeting, and assessment as it relates to student development.
 - Maintains Life Pacific standards and codes as published in the catalog and student life handbook, developing policy as needed, and directing disciplinary action for students who are in violation of the Community Life Agreement.
 - Acts as Title IX Deputy Coordinator for student issues.
 - Operates as liaison with counseling services provided by Emmaus Road.
 - Oversees first-year seminar course for incoming students.
 - Collaborates with Enrollment, Advancement, Academics, and other departments to mobilize student engagement for events.
 - Participates in conferences/associations relevant for professional development in student affairs.
 - Serves on the College's Administrative Council.
 - Completes other projects and duties as assigned by the VPAA.

MINIMUM REQUIREMENTS

- A master's degree in a student affairs/development or a related field (a Ph.D. or Ed.D. is a plus).
- 3 years of experience in a leadership position in student development at an institution of higher education (preferably Christian higher education). A record of increased leadership responsibility in student development is preferred.
- Demonstrated inspirational leadership ability and effectiveness in program development.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee and is subject to change and revision when necessary.



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- Demonstrated ability to develop, mentor, and mobilize staff and students.
- Commitment to a learner-centered environment leading to student success and retention.
- Organizational and administrative ability to oversee the development of budget, manage resource allocation, and use data/research in developing and assessing initiatives for student success.
- Committed to establishing and maintaining positive relationships with students, faculty, and staff, and the general constituency of Life Pacific.
- Demonstrated culturally competent communication skills.
- Demonstrated commitment to working with and engaging diverse students and colleagues
- Demonstrated Christian faith consistent with Life Pacific's Pentecostal/Charismatic and Wesleyan Arminian stance (must be able to sign Life Pacific's Statement of Faith and align with its position on Sexual Orientation and Gender Identity).
- Must be willing to be licensed in the Foursquare Church (if the candidate already has licensure in another Pentecostal/Charismatic denomination—Assemblies of God, Church of God, Vineyard, etc.—this requirement will be seen as fulfilled)

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