



## St. Louis Community College | Student Affairs GA to Dean

<b>Title of Position:</b>	Student Affairs Graduate Assistant
<b>Contact:</b>	Franklyn Taylor Vice President of Student Affairs ftaylor65@stlcc.edu
<b>Number of Positions available:</b>	2
<b>Contract Length:</b>	10 Months (August 2019-May 2020)
<b>Average Number of Hours per Week:</b>	20
<b>Salary:</b>	\$750 per month

### Position Description:

The Dean of Student Development and Enrollment Management is the chief student affairs officer on the campus who performs duties necessary to formulate and implement the budget, staffing, policies and procedures, strategic planning initiatives, staff development and professional leadership for the student affairs division. This position provides leadership for a comprehensive student affairs division including but not limited to Access Office services, Assessment Center, Academic Advising, Career and Employment services, Counseling, Student Assistance Program services, Enrollment Services and the Campus Life department. The Dean of Student Development and Enrollment Services may serve in an acting capacity when the Provost is away from campus.

- Assist with planning and execution of division-wide programs and events including Welcome Week, Orientation and registration periods.
- Coordinate special projects as assigned by the district office and Dean of Student Development and Enrollment Management
- Assist with overall planning and implementation of a division-wide assessment program including self-assessment of programs and assessment of student learning outcomes
- Support division-wide strategic planning initiatives
- Plan and coordinate in consultation with the Dean of Student Development and Enrollment Management professional development events
- Perform research on emerging issues within student affairs
- Other tasks as required

### Required Qualifications:

1. Bachelor's degree
2. Flexibility and a strong sense of initiative
3. Discretion, tact, and trustworthiness
4. Strong organizational skills
5. Excellent writing skills and attention to detail
6. Understanding of diverse student populations
7. Strong interpersonal skills and willingness to be a part of a team
8. Creativity