



DIRECTOR OF STUDENT ENGAGEMENT AND BELONGING STUDENT AFFAIRS

REPORT TO: Dean of Students
E CLASS: FT-12 Month
FLSA: Exempt

PURPOSE:

The Division of Student Affairs invites applicants to apply for the Director of Student Engagement and Belonging position. The Director serves as an assistant to the Dean of Students and leads campus life programming and student leadership development, co-advises the Student Government Association and the Royal Court, and leads Student Affairs retention efforts so that every Miles College student finds connection and community from orientation through graduation. The Director serves on the Student Conduct Hearing Board, co-chairs the Behavioral Intervention Team and the Threat Assessment Team, and partners with Residence Life and Housing to bring engagement into the residence halls. The Director reports directly to the Dean of Students and supports the Dean in carrying out the work of the office. **This is an exempt position that requires regular work on evenings, nights, and weekends.**

REQUIRED QUALIFICATIONS:

- Master's degree in Higher Education, Student Affairs, Counseling, Psychology, or a related field required.
- Three (3) to five (5) years of progressively responsible experience in student affairs, student activities, or student engagement, including supervision of staff or student leaders.
- Demonstrated experience advising student government and student organizations.
- Experience with retention initiatives, behavioral intervention, or student conduct processes is strongly preferred.
- Strong interpersonal and communication skills.
- Demonstrated ability to work collaboratively with diverse student populations.
- Knowledge of best practices in leadership development, student engagement, and student belonging.
- **Availability to work evenings, nights, and weekends on a regular basis.**

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Co-advise the Student Government Association (SGA) and the Royal Court; supervise, train, evaluate, and mentor student leaders;
- Develop and implement holistic long- and short-term programming for campus activities and events that aligns with the mission and vision of Miles College;
- Oversee the Campus Activity Board (CAB), including cultural, educational, social, and leadership programming;
- Assist with providing leadership, guidance, and mentoring for Registered Student Organizations, the National Pan-Hellenic Council (NPHC), and Greek and Non-Greek Organizations;
- Partner with Residence Life and Housing on programming and activities in the residence halls;
- Lead Student Affairs retention efforts, including retention touchpoints, early outreach, and tracking of engagement data;
- Serve on the campus-wide Retention Board and represent Student Affairs in cross-divisional retention planning;
- Serve on the Student Conduct Hearing Board in accordance with the Student Handbook and governing Student Code of Conduct;
- Serve as Co-Chair of the Behavioral Intervention Team (BIT) and the Threat Assessment Team;

- Serve as an assistant to the Dean of Students; represent the Dean at meetings and events and carry out projects and assignments as delegated;
- Collaborate with the Dean of Students on student grievances and complaints in accordance with the Student Handbook;
- Serve on the New Student Orientation Committee and the Vespers planning committee;
- **Attend and supervise evening, night, and weekend student events, residence hall programs, and campus activities; respond to student concerns after hours as needed;**
- Manage assigned budgets and participate in marketing for SGA, CAB, and campus events;
- And other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of student development and student life principles and practices.
- Knowledge of retention strategies and student success practices.
- Knowledge of behavioral intervention, threat assessment, and student conduct processes.
- Knowledge of budget management and event planning principles.
- Knowledge of computers and job-related software programs.
- Skill in the delegation of responsibility and authority.
- Skill in collaborating with multiple constituents.
- Skill in decision-making, crisis response, and problem-solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

WORK ENVIRONMENT:

The work environment includes exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work will also require occasional standing or walking and/or lifting and carrying small objects.

WORK SCHEDULE:

This is a full-time, exempt position under the Fair Labor Standards Act (FLSA) and is not eligible for overtime pay. Student engagement happens largely outside of traditional office hours. **The Director is expected to work evenings, nights, and weekends on a regular basis**, including student events, residence hall programs, Welcome Week, Homecoming, orientation, Vespers, and after-hours response as part of the Behavioral Intervention and Threat Assessment Teams. Hours will vary with the academic calendar.

TRAVEL:

Travel is required for this position.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.

Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's Title IX Policy.