**Assistant Director**

**Center for *Cura Personalis***

**Position Description**

**JOB PURPOSE:**

The Assistant Director of the Center of *Cura Personalis* is responsible for the following:

* Managing the caseload and support systems for students at risk for the Division of Student Development
* Developing a systematic approach to finding out students (or their family members) that might be impacted by various circumstances beyond their control (e.g., natural disasters, fire, etc.) and how it could impact their ability to persist in college
* Creating and implementing educational programming and student support initiatives in key areas including gender-related issues, eating disorders, self-harm, general wellness, transition to college, alcohol and drug misuse, etc.
* Serves as the lead case manager on follow-up for the Dean of Students by advising and providing appropriate referrals for students in need of services for major behavioral issues (self-harm, at risk students, care and concern) and maintains records on individual, assigned cases

**ESSENTIAL FUNCTIONS:**

* Co-Chairs the Case / Student Behavioral Intervention team and works collaboratively with various Student Development Departments and student service areas (i.e. Housing, Health Center, Counseling Center, DREAM, Academic Advising and Assistance, etc.) on individual action / support plans for students of concern (i.e. those identified to be in crisis or at risk of leaving the institution)
* Supervises the Case Management team which currently includes one full time case manager and an institutional work-study student.
* Maintains the Student of Concern intake process and web presence
* Co-coordinates recruitment, training, and support of the University Sexual Assault Response Team with member of the Office of Institutional Investigation
* Supervises the implementation of drug and alcohol assessments by contracting with a third party vendor and maintaining that business relationship as students are sent for referrals; follow sup as necessary.
* Serves as a member of the Student Development Division’s On-Call staff and serves as an intake person for students in crisis situations.

**OTHER FUNCTIONS:**

* Advises on creation, training, and implementation of appropriate University emergency and crisis response protocols
* Attends weekly De-briefing meetings
* Manages and is accountable for an operating budget associated with this position
* Serves on department and University committees as assigned
* Assumes any additional duties and responsibilities that may be assigned

**SUPERVISION GIVEN / RECEIVED:**

The Assistant Director of the Center for *Cura Person*alisis expected to be able to work alone and exercise professional judgment when on-call. While they collaborate across the entire Student Development Division and specifically the Office of Student Community Standards leadership teams, this position reports directly to the Dean of Students.

**MINIMUM QUALIFATIONS:**

* Strong oral and written communication skills
* Strong organizational skills
* Computer skills – especially database, spreadsheet, etc.
* Ability to make decisions and work independently
* Master’s Degree in Leadership, Student Affairs, Counseling, or other related discipline
* 4 years of experience in Student Affairs administration
* 4 years of University discipline experience / conduct administration
* Confidentiality is vital in this position
* Ability to work with diverse faculty, staff, student, and parent populations at all levels

**DESIRED QUALIFICATIONS:**

* Knowledge of Microsoft Office and Banner
* 2 years supervisory experience of professional staff in a university setting
* 2 years of Case Management experience
* 4 years of on-call experience
* Residential Life experience in the university setting