UNIVERSITY OF NEW HAVEN
Director of Graduate Student Engagement, Student Affairs - SEARCH #13-26

The Director of Graduate Student Engagement will provide leadership and support for the development, implementation and delivery of a comprehensive, coordinated co-curricular program for graduate students with responsibility for representing and advocating for the needs of Graduate and Evening students.

RESPONSIBILITIES:

- Provide strategic leadership and direction for Student Affairs graduate student initiatives.
- Collaborate with Graduate Program Coordinators to assess student needs and develop co-curricular programs in support of the graduate student academic experience.
- Serve as an advocate for Graduate student needs and concerns.
- Plan, implement and administer new graduate student orientations in August, January and April using traditional and web based methods, workshops and ongoing programs to assist in the transition and success of graduate students to their new learning community.
- Collaborate with the Office of International Services to assist with international graduate orientation and registration (IGOR).
- Serve as the advisor to the Graduate Student Council, attend Graduate Student Council meetings and support the development of academic and social events/program, social networking and other activities to develop and enhance the graduate student community.
- Build relationships with local property owners and with the Office of Residential Life to assist new Graduate students in their search for housing.
- Foster overall Graduate student integration and community building to include offering regular seminars to address the common challenges of Graduate students; expanding opportunities for participation in campus wide events; and providing support for Graduate recognized student organization events and activities.
- Collaborate with the Career Development Office to provide graduate students with career development programs and workshops and, encourage student participation in professional associations specific to their degree program.
- Assess graduate student needs, evaluate and analyze the effectiveness of graduate student services; develop recommendations and implement programs to ensure graduate student needs are met.
- Create Graduate recognition opportunities to raise visibility on campus including the Graduate Student Showcase, recognition of published students and/or student conference presentations.
- Develop and support graduate student mentoring programs that foster the academic, personal and professional growth of graduate students.
- Responsible for budgetary oversight, publications, outreach, policy/procedure development, assessment and strategic planning for graduate student co-curricular programs.
- Oversee the social media, web site and external sites (Facebook, Twitter, LinkedIn, etc.) for graduate students.
- Create and disseminate information to graduate students as required.
- Serve as the Advisor to the Evening Student Council and support the development of social events to enhance the evening student community.
- Other responsibilities as assigned.

EDUCATION AND EXPERIENCE:

- Master's degree required in higher education, student development or counseling.
- 3-5 years proven track record of developing programs, services, networking opportunities, and a strong student community.
- Knowledge of higher education principles, practices and procedures.

SKILLS REQUIRED FOR POSITION:

- Strong leadership, program planning and organizational skills to develop, administer and advance a wide range of graduate student services.
- Demonstrated administrative, problem solving, conflict resolution, collaboration, and crisis management skills.
- Ability to work effectively with students, faculty and staff and a variety of academic departments and offices across campus.
- Effective written and interpersonal communication skills required.
- Knowledge of practices and procedures of administering student events.
- Experience using web based computer software.
- The ability to multi task and manage multiple projects at the same time.
- Evening and weekend work required.

Application Process:

Send letter of interest and resume to:

hrdept@newhaven.edu

You must include the search number in the subject line of the email to be considered for the position

Search Committee #13-26

University of New Haven

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