Associate Director of Student Leadership, Involvement & Community Engagement - Orientation and Student Development

Office of Student Leadership, Involvement, & Community Engagement (SLICE)

**Summary of Duties, Responsibilities and Goals**

Under the supervision of the Assistant Dean of Students and Director of SLICE, the Associate Director develops, implements, and administers programs and activities related to the transition and success of new students at Occidental College. The Associate Director also functions as part of the SLICE team, by identifying, supporting, and achieving set and shared goals. These objectives are met by producing a wide array of high-impact programs and student services. The Associate Director also supervises student staff and student service managers, while assisting with the SLICE budget management process. The Associate Director may perform other duties within SLICE and Division of Student Affairs.

**Essential Functions**

**Orientation**

- Provide leadership for the College’s orientation program for first-year, transfer, exchange, and underserved students—non-traditional, first generation, and other populations as identified.
- Recruit, train and oversee a large orientation student staff.
- Coordinate all communication and logistics, including room reservations, facilities, vendors, and working with various departments, faculty, and staff.
- Collaborate with academic deans and directors of academic support services to ensure orientation meets the needs of academic programs.
- Work closely with Admissions and Financial Aid, academic units and student service units to design and coordinate a comprehensive communication protocol for new students.
- Prepare correspondence to new students and their families.
- Design publications and maintain the orientation website to ensure an accurate and student-focused messaging.
- Evaluate processes and delivery of orientation programs, including analysis and reporting of data for distribution to College leadership.
- Work closely with student services and academic affairs offices to coordinate collaborative programs and services.
- Produce new student support programming throughout the academic year and serve as consultant to the College on student transition issues.
- Assist with new student retention initiatives, while providing support with student satisfaction assessment and response.
**Student Development**

- Collaborate with staff in the Division of Student Affairs to design, implement, and enhance learning communities that promote leadership, equity, and service.
- Develop student leadership development curricula and success initiatives.
- Collaborate with the Intercultural Community Center to reduce institutional barriers for minoritized groups through intersectional programming and identity-specific services.
- Assist with the development of leadership training models for emerging and advanced student leaders, while providing student service managers (e.g., Green Bean Coffee Shop) with personnel management, operations, and fiscal planning support.

**SLICE Functions**

- Represent SLICE on various Student Affairs, inter-divisional, and campus-wide committees.
- Participate in goal setting and assessment for all SLICE programs and services.
- Assist in designing and implementing programs and services that support the values of pluralism, inclusiveness, and diversity.
- Manage leadership programming initiatives, including the Student Affairs Student Leadership Awards.
- Assist with advising of student-initiated programs and event development.
- Assist with student club/organization policy development and review.
- Provide general office support and perform administrative functions for SLICE, as needed.

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**Qualifications**

**Minimum**

- Master's degree from an accredited institution or equivalent combination of education and experience
- Three years of professional experience in organizing and coordinating programs, and experience in planning new student programs

**Preferred**

- Knowledge of student development theories and current trends/best practices in the area of new student transition onto campus
- Interest and experience working with students from culturally diverse backgrounds
- General knowledge of computer programs, budget management, student advising and supervision, program planning
- Strong interpersonal skills, capacity to handle multiple projects, and the ability to make sound ethical decisions

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**Application Instructions**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the resumes@oxy.edu.

**Additional Information:**

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law.
Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; professional development funding; furnished one-bedroom apartment, access to streaming shared cable, internet, and utilities included; meal plan stipend; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.