



**Position Title:** Director of Student Services

**Reports To:** Campus Deans, VP of Operations and CEO

**Classification:** Exempt

**Major Responsibilities:** Direct, manage and oversees the Student Services Department for the entire university. Responsible for promoting the cultural, professional and educational growth of students. Acts as advocate to the students and mediator with the administration in regards to interactions occurring throughout student's university life.

**Specific Duties and Responsibilities:**

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Respond to communications (email/voicemail) on a daily basis.
3. Enforces regulations and standards found in the University Catalog and Student Handbook when necessary among the student body.
4. Plan, direct, and execute the Commencement ceremony for graduating students for all campuses.
5. Provide recommendations to Campus Deans in regards to student feedback with concerns regarding various departments of the university to ensure student satisfaction and resolution.
6. Encourage student participation and provide support in developing the Student Government Association for the university.
7. Enforce the usage of student ID card throughout the campuses.
8. Plan, direct, and oversee educational, professional, and cultural activities that enhance student growth and development.
9. Organize and coordinate student participation in various student organizations.
10. Plan and implement the orientation event for new students for each campus.
11. Develop and establish a Safety plan for students and staff for the university.
12. Provide information on the Family Educational Rights, Privacy Act and the Department of Education Privacy Act rules to students when inquiries arise.
13. Provide continuing education information to students.
14. Establish graduate students list database for future Alumni Association.
15. Provide health insurance information to domestic and international students.
16. Support and participate in University Commencement Ceremonies.
17. Participate in the self studies and committees conducted by the university.
- 18. Performs other duties as assigned.**

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you are interested in applying for this position, please click on the hyperlink below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=63019&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=63019&lang=en_US)