



# DIRECTOR OF STUDENT LEADERSHIP, INVOLVEMENT, AND COMMUNITY ENGAGEMENT (SLICE)

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## **POSITION SUMMARY**

Reporting to the Vice President for Student Affairs and Dean of Students, the Director of SLICE manages the office responsible for student leadership and involvement, both on campus and in the local community. The work of the office seeks to include students with a variety of interests from all backgrounds and experiences. This office engages with all students enrolled at Occidental College beginning at New Student Orientation until the day they graduate. Comprehensive in its reach, SLICE seeks to not only connect with students and provide them with a sense of belonging on campus, but it also seeks to develop leaders capable of effecting positive change in an increasingly pluralistic world.

## **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

The following describe the primary responsibilities of the job. Other duties may be assigned by the Vice President for Student Affairs/Dean of Students as needed.

- Supervise and mentor the Associate and Assistant Directors of the SLICE office.
- Responsible for crafting the vision and priorities of the office consistent with a highly inclusive participation model.
- Facilitate collaboration with other campus departments and outside organizations as appropriate for major initiatives including, but not limited to OxyEngage, New Student Orientations, retention initiatives, Community Engagement, and leadership training.
- Oversee and support student government leaders, Greek Life, clubs and organizations, student services such as Bike Share, the Bengal Bus, the Green Bean Coffee Lounge, and The Occidental (newspaper).
- Efficiently and effectively utilize available budgets to support the work of the office.
- Develop and implement assessment plans for major initiatives.
- Leadership and support of broad initiatives such as campus committees, divisional committees, and support of Student Affairs colleagues as needed
- Fiscal responsibility for the department's finances to include student government and the operating budget.
- Participate in the Dean/Director on Duty on-call rotation.
- Participate on the Deans and Directors leadership team.

## **QUALIFICATIONS AND SKILLS**

A Bachelor's degree is required as is a minimum of five years working in management with applicable areas within Higher Education. A Master's degree from an accredited institution in Education, Psychology, Social Work, or related field is highly preferred. Experience working with community engagement also highly preferred.

Demonstrated experience in working with and supporting a diverse student body, and creating and delivering equitable and inclusive opportunities for students within the broad realm of student life.

A successful record of creating and supporting initiatives related to improving student success and satisfaction, particularly related to retention and graduation rates.

Clear skill and experience in supporting students who are interested in developing skills and pursuing issues related to social justice and change.

A track record of mentoring, advising, and guiding students and student groups, especially student government entities, Greek-letter organizations, and culturally-focused student clubs and organizations.

A sound understanding and skill in furthering partnerships and developing community engagement practices and programs between a college/university and non-college/university entities (for example, community service agencies).

A collaborative style and effective communication skills for engaging and working with others in a variety of situations. Ability to educate in a variety of ways to help students connect and thrive.

Self-motivated leader capable of modeling strong, ethical, inclusive leadership by example. Able to create opportunities for students to engage and become agents of change for the improvements they seek to make on campus and beyond.

Strong organizational skills in an environment with many complex and concurrent activities.

## **APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu**. Review of applications will begin June 3<sup>rd</sup> and continue until the position is filled.

*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.*

*We will consider for employment all qualified applicants, 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.*