



Position: Director of Student Affairs and Academic Excellence

Department: Tanner College of Dental Medicine

The University of Pikeville (UPIKE), the Leading University in Central Appalachia, is currently seeking a creative, skilled, and service-oriented leader for the position of Director of Student Affairs and Academic Excellence to build relationships and focus on promoting retention, timely completion, and overall student satisfaction. The position has wide-ranging responsibilities requiring knowledge of student development, student services, policy and compliance, and outcomes assessment with the objective of supporting the institution and the Tanner College of Dental Medicine (TCDM) students through the development and implementation of higher education best practices.

Responsibilities:

- Lead the development, implementation, and evaluation of student affairs initiatives and academic support programs to enhance student success.
- Oversee services such as tutoring, academic skills coaching, time management, and board examination preparation.
- Assist in coordinating and connecting students to university-wide services, including tutoring, academic advising, health services, registration, financial aid, co-curricular activities, and career planning.
- Manage graduate/professional co-curricular programming, including orientations for incoming students throughout the year, lunches with the President, White Coat Ceremony, Commencement, admitted student days, and student engagement events.
- Work with students to create a community by supporting student organizations, such as the graduate and professional schools' student government organizations, for example the American Student Dental Association (ASDA), and by encouraging students to participate in co-curricular activities including international and domestic service trips.
- Work closely with the Vice President of Student Success and Retention and the TCDM Dean to provide direction and intervention for TCDM students in crisis and non-crisis situations (e.g., intervening with students in mental health crises, substance abuse, etc.; assisting with the administration of the student code of conduct; working with UPIKE staff and faculty to resolve student concerns; mediating and resolving conflict; conducting student referrals; etc.).
- Manage multiple ongoing processes, including students' changes of status, leaves of absence, unanticipated absences, technology distribution, and housing placements.
- Develop and manage a comprehensive graduate/professional student outreach and communication strategy to include a social media presence, email newsletter, and periodic email reminders related to registration, graduation, and other events.

- Develops and collaborates with TCDM Academic Affairs to implement programming and processes such as course remediation, board examination preparation, to increase overall student success, academic calendars, and onboarding new students.
- Develops and implements a tracking and assessment system for academic support services.
- Develops and implements regular training and workshops in conjunction with UPIKE Professional Development for faculty, administrators, staff, and professional students.
- Collaborates with Institutional Research to provide data regarding student affairs and academic success in TCDM.
- Provides regular reports for assessment and planning purposes to the University leadership.
- Develops and administers assigned budget.
- Hires, trains, schedules, supervises, and evaluates the work performance of assigned personnel, peer mentors, and graduate assistants.
- Writes grant proposals as part of a team focusing on academic affairs and student success as needed.
- Under the supervision of the Vice President of Student Success and Retention and the Dean of TCDM maintains a positive working relationship with faculty, both undergraduate and graduate, staff, and students.
- Maintains confidential records regarding interactions with students in accordance with FERPA and HIPAA Regulations.
- Engages in professional development opportunities as provided.
- Other duties as assigned.

Education/Experience:

- A Master's degree in Student Personnel Services, Student Development, Higher Education Administration, or a related field is required.
- Minimum of 3 years' experience working with students or in Student Affairs.
- Experience leading and supervising staff within a professional work environment.
- Professional demeanor, discretion, and ability to empathize with students.
- Critical thinking skills and the ability to use data to continually improve approaches and processes.
- Excellent oral and written communication skills.
- Experience with policies affecting Student Affairs, including Title IX, VAWA, ADA, FERPA, HIPAA, and the Clery Act.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long-term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.