

Duke University School of Nursing

Job Description

HR Title: Director, Academic Advising

Working Title: Director of Student Success Center

Job Code: 2787

Job Level: 14

General Purpose

The Director of the Student Success Center provides community and team leadership, guidance, and direction for the broad spectrum of students' co- and extra-curricular activities; develops and implements events, programs, and projects to address relevant issues within the student body; facilitates communication between students and administration and across various constituents; meets with administration and student leaders to discuss ongoing issues and events; and serves as liaison between the University and DUSON.

Supervisor

Reporting to the Vice Dean for Academic Affairs (VDAA), the Director of the Student Success Center collaborates with VDAA and academic program assistant deans to provide services that support students' end-to-end experience with regard to their academic endeavors, extracurricular involvements, and personal development including but not limited to: orientation; disability accommodations; student government and organizations; risk management; student advising and counseling; and issues of student conduct and safety.

Essential Responsibilities

1. Plan, organize, direct, and evaluate activities and services that support students as they matriculate and progress through DUSON and transition to employment. Ensure provision of academic, career, and club events and activities.
2. Participate in strategic and annual planning for the growth and development of the center.
3. Provide leadership, analysis, and consultation/recommendations in relation to policies and procedures regarding students and services designed to support the success of students at DUSON.
4. Lead and represent the Student Success Center in day-to-day operations, ensuring optimum service levels.
5. Work closely with the Student Success Center team to provide students with guidance related to issues of academic and personal concerns, including referrals to University resources for counseling and/or psychological services.
6. Manage department's operations, including but not limited to budget and personnel, to ensure policies and best practices are aligned and enforced.
7. Serve as the School of Nursing's Disability Services Liaison to work collaboratively with University's Student Disability Access Office (SDAO), DUSON, and students. Advise- students on policies and procedures for requesting accommodations for disabilities. Develop implementation plans for accommodations approved by the SDAO. Communicate approved accommodations to faculty. Offer solutions for quality improvement.
8. Manage personnel and activities to provide timely and appropriate response for student emergencies that have the potential to impact academic success, including but not limited to student behavioral, mental, emotional, and physical health issues. Serve as a resource liaison for faculty and student crises.
9. Collaborate with key stakeholders in the community of interest to assure that the services and processes of the Student Success Center are designed and implemented to facilitate student success across academic programs.

10. Work closely with Office of Diversity and Inclusion, serve as Harassment Prevention Advisor to students, and attend training relevant workshops and meetings.
11. Work collaboratively with Duke and School of Nursing departments and committees to plan, develop, and coordinate programs and services that assist students in the successful completion of their academic and out-of-class experiences.
12. Serve on various School of Nursing and University committees as assigned and needed.
13. Ensure DUSON has knowledge of Duke campus student programs and how those programs support student success and vice versa.

Requirements

Work requires a bachelor's degree. A graduate degree in higher education administration or nursing leadership or student affairs or counseling in order to be able to achieve productive relationships with students and to be able to understand the complex University and School of Nursing academic requirements, policies, and procedures is strongly preferred. Other combinations of education and experience will be considered. Minimum of 3 to 5 years' relevant professional experience required; prefer 7 to 10 years of experience in higher education administration, nursing education leadership, and/or counseling.

OR ANY OTHER EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE