



Director of Student Affairs, North Florida

About Southern Scholarship Foundation: Through rent-free housing and cooperative living, Southern Scholarship Foundation supports students who lack financial resources, demonstrate excellent academic merit, and exemplify good character attend institutions of higher education.

Summary: Counsels and advises college students; oversees the recruitment process; screening and selecting applicants; conducts orientations; supervises and develops House Managers and Ambassadors; and enforces the student conduct policies of the Southern Scholarship Foundation.

North Florida includes approximately 283 residents who study at Florida A & M University, Florida State University, Tallahassee Community College, and Flagler College-Tallahassee residing in 16 scholarship houses.

This position reports to the President/CEO and is classified as exempt according to the Fair Labor Standards Act.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Student Counseling / Advising

- Maintain and enforce policies, rules and regulations for the students as adopted by the Board of Directors and Executive Committee.
- Meet with the House Managers of the North Florida houses to monitor concerns and to see that the houses operate efficiently and effectively.
- Oversee the enforcement of the Resident Handbook and Code of Conduct.
- Advise students and serve as a resource to services available on respective campuses and through the Foundation; work with students on academic or conduct probation as needed.
- Coordinate and attend student activities within the SSF community to help the students feel a part of that community, including working with the Resident Advisory Council and Ambassadors.
- Email weekly updates, activities, and due dates.
- Schedule and lead monthly meetings of all house managers and Ambassadors, in addition to routine one-on-one meetings.
- Identify and liaise with contracted external mental health therapists.

Student Management

- Coordinate and lead orientation for Foundation students each semester.
- Determine eligibility of returning students by (1) compiling grade lists each semester, contacting those going on or off probation; (2) reviewing financial need forms, contacting those no longer in need; and (3) distributing, collecting and reviewing resident evaluations each semester.
- Oversee the processing of scholarship applications from receipt through notification.

- Interview and select the house managers.
- Interview and select the ambassadors.
- Conduct training for all house managers, ambassadors, and house officers prior to each semester.
- Provide incoming students with all required acceptance and move-in information.
- Assist Director of Development with student activities supporting fundraising initiatives, house champions, and sponsor letters.
- Arrange for the presentation of scholarship certificates to new recipients, including coordination of any sponsor or high school scholarship events.
- Maintain relationships with the pertinent university departments, i.e., housing, financial aid, registrar, admissions, etc.
- Directly supervises House Managers and Federal Work Study students.
- Be on-call throughout the night for emergency situations.
- Weekend and evening availability are required (approx. 2-4 times per month).

Foundation Administration

- Work in tandem with the Director of Student Affairs – Central Florida.
- Oversee the maintenance of current records of individual scholarship students and each scholarship house's academic standing including regular updates of the records on the database.
- Oversee the maintenance of the Alumni records database.
- Provide special interest stories for newsletters, funding proposals, etc.
- Communicate with House Treasurers regarding deadlines, utilities, budgets and house reports.
- Process scholarship withdrawals and terminations; assist the Staff Accountant with refunds of student deposits.
- Continuously communicate with the Foundation students to keep abreast of student concerns and problems and work with the President in responding to the needs of the students.
- Assist the President in preparing reports for Board of Directors and Executive Committee meetings.
- Coordinate and conduct meetings of the Student Affairs Committee.
- Communicate effectively with the Director of Maintenance and staff regarding maintenance needs, including immediate and projected housing demand.
- Assist with the Foundation's budget process for Student Affairs.
- Supervise other staff, as assigned by the President.

Recruitment

- Serve as the contact person for prospective students, high schools, community/state colleges and universities regarding the application process.
- Work with SSF staff and students to promote SSF.
- Assist prospective students and parents with the application process, scholarship house tours and general university information.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree in related field of study and two years of experience, or a Bachelor's degree in related field of study and four years of experience; or two to four years related counseling

and/or student affairs experience and/or training; or equivalent combination of education and experience.

- Direct experience working with college students required.
- Must be able to work independently with minimal supervision.
- Demonstrated soft skills including conflict resolution, use of technology, problem solving, customer service, communication, teamwork, leadership, ethics, achievement focus, dependability, initiative, innovation, and planning/organizing.
- Knowledge of MS Office, social media, and database functions.
- Spanish or Haitian Creole fluency would be an additional asset.

Location: The position is based in the Tallahassee, Florida office. Physical presence in the office is expected with occasional remote days possible.

Benefits: We value our employees' time and efforts. Their commitment to our success is enhanced by competitive annual compensation of \$56,000 - \$62,000, depending on qualifications and experience. The extensive benefits package includes 100% employer paid health insurance premiums, dental and vision for employees, short- and long-term disability coverage, employer match retirement, generous PTO and sick leave, winter holiday break, and paid major holidays.

To Apply: Send your resume and cover letter to jobs@southern scholarship.org with 'Director of Student Affairs' in the subject line. Applications without a cover letter and resume will not be considered. Applications submitted through Indeed or LinkedIn will only be considered if a cover letter is also submitted. Applications will be reviewed on a rolling basis. For priority consideration apply on or before October 24, 2021.

We are an equal opportunity employer fully committed to achieving a diverse workforce and comply with all applicable Federal and State laws, regulations, and executive orders regarding nondiscrimination and affirmative action with our hiring activities. We do not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.