



## Reformed University Job Description

### - Director of Student Affairs

#### **OCCUPATIONAL SUMMARY:**

This position exercises administrative responsibility over all functions relating to the Reformed University Student Affairs residential, judicial and other non-academic programs and activities by engaging in scholarly activities and participating in departmental development, recruitment of students, and other professional endeavors germane to the mission of the department and the University, and support the President, and members of the institutional community.

#### **POSITION AND JOB DESCRIPTION:**

Formal Title (Position):

- Executive Director for Student Affairs
- Full-Time Faculty Member

Miscellaneous Job Duties:

- Full member of Executive Faculty Committee
- Full member of Academic and Judicial Faculty Committee
- Occasional member of Grievance Faculty Committee

#### **PRIMARY DUTIES:**

- Maintain required office hours at times that will make her/him accessible to her/his constituency and to all members of the institutional community.
- Overseas and administer the contents of Student Handbook and any rules and regulations of Reformed University regarding students.
- Participate in the formulation of student policies and regulations; advise University administration on problems related to policy and programs.
- Prepare reports and analyses of student programs and activities setting forth progress, adverse trends and appropriate recommendations or conclusions.
- Responsible for providing leadership for a comprehensive student affairs program
- Responsible for planning and implementation of programs, budget development and management, and staff supervision and evaluation.
- Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditure of budgeted funds.
- Responsible for policy development and implementation, maintenance of division records, and long-term planning (Strategic Planning, Budget Planning, Infrastructural Planning).
- Management and supervisory responsibility over the following areas:  
student activities, student union, student organizations, campus safety and security, judicial services, counseling and career services, health services, testing and assessment, and residential life.
- Communicate with Student Government Association (SGA) to enhance student life standards
- Tutorial reports - monitor and take action
- Research Assessment Exercise planning
- Monitoring of research performance



- Establishing and overseeing program structures, teaching strategies, syllabi, long-range plan for the School of faculty position.
- Maintaining quality measures to ensure feedback and maintenance of standards.
- Preparing Teaching Plans for University.
- Perform other related duties incidental to the work described herein.

*The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*

**REQUIREMENTS:**

Foreign Language Requirements:

Foreign Language proficiency strongly required – Korean

Educational Requirements:

Strong Theological Study or education background with appropriate doctoral degree conferred from an accredited institution in US. Ph.D. preferred.

Professional Job Experience Requirements:

- At least 5 years experience in non-academic administration.
- Ministry experience for more than 2 years preferred
- Oral and written communication skills
- Operation of a computer and assigned software.
- Academic advising methods and techniques.
- Record-keeping techniques.

**REPORTING DUTIES:**

Reporting Responsibility to:

- President

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.*