



## **Marshall B. KETCHUM UNIVERSITY**

### **Assistant Director/Director for the Student Achievement Center**

#### **JOB SUMMARY**

We are seeking an experienced student affairs generalist with a diverse and varied portfolio of experiences related to student engagement, student leadership development and career placement services. This person reports to the Vice-President for Student Affairs. The primary function of this position is to coordinate all University co-curricular programming and student engagement activities. These functions include serving as an advisor to student government and coordinator of Career Development Services and the Student Leadership Development Certificate program along with future programming.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Enhance existing and facilitate the development of new co- and extracurricular offerings for all students through the Student Achievement Center and Student Association. Maintain the Dr. Lorraine Voorhees Student Achievement Center Resource Room.
2. Recruit, advise, train, and assist students in all matters relating to activities programming, including Peer Advisors and Peer Advisor Coordinators, according to University policies, procedures, and expectations. Oversee the Master Calendar for students.
3. Advise the University Student Executive Council (USEC) and Student Association clubs and organizations. Maintain the Student Association Constitution and Bylaws, the Student Organization Handbook, and the Student Association budget. Assist with the development of new clubs/organizations.
4. Provide support services, advocacy, and development opportunities for students of various backgrounds and foster an inclusive campus community that promotes intercultural and interprofessional learning.
5. Coordinate the University orientation program and associated activities. Assist with the implementation of annual commencement events.
6. Support the Vice President for Student Affairs in managing University federal compliance including Title IX, ADA, FERPA, and Fair Hearings.
7. Assist with the continual review of Student Affairs and University policies and procedures, including the University Student Handbook, for updates and effectiveness. Participate on select University committees.
8. Day-to-day management of relevant University Student Affairs departmental budgets including annual budget proposals. Responsible Manager for Career Resource Center budget.
9. Coordinate the MBKU Student Leadership Development Certificate program including marketing, application process, tracking requirements, and ordering/presenting completion certificates and medals. Plan and implement the annual Student Leadership Summit.
10. Coordinate all Career Development Services for students including the online job board, resume/cover letter reviews, the annual MBKU Career Symposium, and all other related programs and initiatives.

11. Moodle administrator for Faculty Compliance Training, Student Achievement Center, and Student Leadership Development Certificate Program “courses.” Develop and manage content.
12. Manage the tabs of the My.Ketchum.Edu online portal for all incoming and current students. Develop and organize content including two blogs. Co-editor of the Student Services content pages of the Ketchum.Edu website.
13. Assist in the development and administration for co-curricular programs’ student learning outcomes. Assist in the implementation of the annual MBKU Campus Climate Survey, the University Student Affairs portion of each colleges’ Exit Survey, and other surveys as necessary. Collect and analyze data from each for reporting.
14. Other duties/projects as assigned.

## **QUALIFICATION REQUIREMENTS**

The requirements 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.

### **Knowledge, Education and Experience Required:**

- Earned Bachelor’s degree
- Minimum of three years of experience working in college student affairs or a related field in higher education
- Excellent organizational skills and the ability to coordinate and execute multiple concurrent independent projects
- Ability to manage multiple priorities in a fast-paced environment
- Commitment to solution-focused decision making and teamwork/collaboration
- Commitment to fostering an inclusive campus climate.
- The ability and willingness to work evenings and/or weekends to accommodate the activities related to job responsibilities
- Excellent presentation, interpersonal and written communication skills to establish a collaborative working relationship with a wide variety of students, staff and administrators
- Proficiency with the use of database and presentation software (e.g. Word, Excel, PowerPoint, etc.)
- Excellent customer service skills, with the ability to handle difficult situations and individuals effectively using tact, diplomacy, and engagement

### **Other Desirable Knowledge, Skills and Abilities:**

- Earned Master’s degree in Higher Education Administration, College Student Personnel, Counseling, Diversity Education or other related area
- Professional level job experience in a graduate or professional degree institution
- Experience working with under-represented students and/or disadvantaged students
- Demonstrated leadership, organizational, interpersonal and communication skills
- Work-related experience with any of the professions represented by the programs at the University
- Previous experience assisting students with disability access to accommodations
- Knowledge of Title IX requirements

## **ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

## **BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU ([www.ketchum.edu](http://www.ketchum.edu)).

## **HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu) . Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.