



FLETCHER TECHNICAL COMMUNITY COLLEGE

Director of Student Affairs

This position serves as the college's student affairs administrator and is responsible for designing and executing student development and enrichment programs in support of the college's strategic plan and services to the student body.

- Responsible for student affairs programs to include, but not limited to, student development, student programming, student organizations, student conduct, student appeals, student advocacy, and multicultural affairs.
- Foster a positive and well-rounded experience for the college's students.
- Responsible for unit administration to include purchase requests and financial administration.
- Develop and execute student development and enrichment programs that support a well-rounded educational experience.
- Serves as the student ombudsperson to assist in the appropriate resolution of student concerns.
- Design and administer the Student Code of Conduct, Student Handbook, and student disciplinary and appeal procedures.
- Formulates and administers the policies and regulations of the College as they pertain to students, including internal College judicial and disciplinary procedures.
- Serves as the college's student judicial officer with responsibility for issuing student conduct decisions and hearing student appeals.
- Develops and coordinates policies and procedures relative to student affairs.
- Title IX Coordination
- Responsible for providing services, publications and workshops to respond to student behavioral issues (sexual assault, substance abuse, etc.). Drug and Alcohol and Sexual Awareness Education/Core Survey/Get Inclusive Title IV.
- Student affairs records to include record development, retention, and storage.
- Veteran Student Support and Military Friendly School coordination.
- Ensure programming is provided which enhances and promotes academic success and/or contributes to the quality of College life, such as cultural and contemporary programs, alcohol awareness programs, and/or volunteer services.
- Provides student references and letters of recommendation.
- Coordinates and supervises student clubs and organizations by providing operational guidelines, consultation, support, assistance, and advice.
- Serves as advisor to Student Government and PTK.
- Assumes any other reasonable related duties and responsibilities as assigned.

Qualifications: Masters degree and three (3) years experience at an institution of Higher Education.

Reports To: Dean of Student Success

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator:

Director of Human Resources (985)448-7929 or (985)448-7930
1407 Highway 311
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment.