



Position Title: Student Affairs Specialist
Reports To: Vice President for Student Affairs
Department: Student Affairs
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Student Affairs Specialist is responsible for providing comprehensive support and services to students to enhance their overall academic, personal, and professional development. This position serves as a key member of the college's student affairs team, collaborating closely with various campus departments to address the diverse needs of the student population. The Student Affairs Specialist will assist students with academic advising, career planning, personal counseling, and co-curricular involvement, helping to foster a nurturing and inclusive campus environment.

DUTIES AND RESPONSIBILITIES

- Serve as a primary point of contact for students, providing guidance and support on a wide range of academic, career, and personal concerns
- Develop and facilitate workshops, programs, and other initiatives focused on student success, leadership development, and wellness
- Collaborate with faculty, staff, and campus partners to identify and address the evolving needs of the student body
- Maintain accurate and up-to-date records of student interactions, interventions, and progress
- Refer students to appropriate campus resources and community services as needed, ensuring a seamless support network
- Contribute to the assessment and continuous improvement of student affairs programs and services
- Participate in the planning and execution of new student orientation, family weekend, and other campus-wide events
- Assist with the administration of student organization activities, leadership programs, and co-curricular initiatives
- Represent the college at student-focused functions and serve as an ambassador for the institution
- Support in Housing and New student Recruitment efforts if necessary

MINIMUM QUALIFICATIONS

- Bachelor's degree in student affairs, counseling, higher education, or a related field
- 2-3 years of experience in a student support or student affairs role within a college or university setting

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient communication skills
- Maintains a high degree of professionalism
- Demonstrated time management and priority setting skills
- Demonstrates a high commitment to quality
- Possesses flexibility to work in a fast paced, dynamic environment
- Seeks to acquire knowledge in area of specialty
- Demonstrated ability to maintain confidential information
- Demonstrated customer service skills
- Commitment to working with people from diverse backgrounds and commitment to cultural competency
- Ability to build strong partnerships with students and other university departments

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please