

## **JOB DESCRIPTION**

**Job Title:** Associate Vice President for Student Development  
**Job Status:** Full-time, exempt  
**Location:** Nicholson Commons  
**Reports To:** Vice President for Student Development  
**Purpose:** To provide effective and efficient leadership for student engagement and retention activities of the University.

### **Responsibilities:**

- Guide a team of Associate Deans and Directors to accomplish the goals of student engagement and retention.
- Develop and enhance teamwork among the departments assigned to this unit.
- Responsible for describing and then improving the connection among the excellent student engagement and retention programs occurring throughout the campus.
- Maintain the knowledge and skills to work in concert with the Vice President in planning program enhancement, designing assessment, and providing leadership for all of Student Development in the Vice President's absence.
- Actively promote collaborative relationships and programming between Student Development, Spiritual Development and Academic Affairs
- Design programs to increase University Retention, particularly with regard to the identification of and intervention with students at high risk of attrition
- Provide research based support and information to university departments impacting retention.
- Represent Student Development on key university committees
- Maintain an up-to-date knowledge of learning community's research.
- Maintain knowledge and skills required to lead the following departments: Career Services, Community Life, Commuter Student Programs, International Student Support Programs, Multicultural Programs, Nicholson Commons, Outdoor Leadership and Recreation, School Spirit, Student Engagement and Student Employment, and Transfer Student Programs
- Perform other duties as required.

### **Qualifications:**

- Doctoral degree in related field required.
- Understanding of and commitment to the spiritual mission of Point Loma Nazarene University.
- Demonstrate an ability to relate, to motivate and to love college students.
- Knowledge of the research base of information guiding quality retention programs Career Services, Community Life, Diversity Programs, Commuter Student Programs, International Student Support Programs, Nicholson Commons, Outdoor Leadership and Recreation, School Spirit and Student Engagement, and Student Employment.

## **Application Procedure**

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Consideration of applications will continue until the position is filled. The application should include:

- Completed Point Loma employment application
- Completed Point Loma Supplemental Information
- Cover letter stating why you are interested in this position at Point Loma
- Current resume

Salary is competitive and commensurate with qualifications and experience.

Applications are available via the internet at [www.ptloma.edu/humanresources](http://www.ptloma.edu/humanresources) or by calling 619.849.2240. Submit completed application package to:

Office of Human Resources  
Point Loma Nazarene University  
3900 Lomaland Drive  
San Diego, CA 92106

## **About Point Loma Nazarene University**

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Point Loma Nazarene University is an accredited four-year liberal arts institution offering the Bachelor of Arts degree, the Bachelor of Science degree and the Bachelor of Science in Nursing degree, the Bachelor of Music degree, Master's degrees, the Educational Specialist degree and teaching credentials. The University has 53 undergraduate academic majors as well as graduate programs in education, religion, nursing and the Master of Business Administration.

Point Loma Nazarene University was founded on the philosophy that for an individual to be whole, the mind and the body must be developed together with the spiritual, moral and ethical components of life. Over 3,200 Point Loma collegians seek to develop academic competence and spiritual maturity through a blend of classroom experience and spiritual growth opportunities.

The institution moved to the beautiful San Diego peninsula in 1973. Point Loma Nazarene University, formerly known as Pasadena College, had been located in Pasadena since 1910. The college was founded in Los Angeles in 1902 by Dr. Phineas F. Bresee, founder of the Church of the Nazarene and chairman of the Board of Regents of the College of Liberal Arts of the University of Southern California.

## **Assoc VP for Student Development - Supplemental Questions**

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In order to more accurately present yourself, please respond to the following questions on separate paper.