

Position: Executive Director of Student Life, Full Time

Department: Student Life & Campus Culture

**Position Summary:**

The Executive Director provides strategic, student-centered leadership and vision for key areas of student life, including Student Involvement, Residence Life, Dining Services, Mailroom, and serves as the chief conduct officer. Reporting to the Vice President for Student Life and Campus Culture, this role fosters a campus culture rooted in inclusion, ethical leadership, community engagement, and the Jesuit, Catholic mission of the College. The Executive Director is responsible for holistic student development, co-curricular experiences, behavioral intervention and support systems, and operational excellence across student life functions. This position serves as a campus leader, cross-functional collaborator, and senior administrator representing student life in college planning, policy development, crisis response, and community partnerships.

**Essential Functions:**

- Provide leadership and supervision for Residence Life, Student Involvement, Community Standards, Dining Services (liaising with Aramark), and Mailroom ensuring alignment with the College mission, strategic priorities, and student development principles.
- Contribute to planning, policy development, and cross-campus initiatives as a member of the Student Life leadership team.
- Represent Student Life across campus and in the community with campus events, committees, partnerships, and external programs.
- Lead program assessment and evaluation, using data to drive improvements and demonstrate impact.
- Stay informed of and implement national trends, best practices, and professional standards to enhance student life programs.
- Oversee vendor contracts and service agreements in collaboration with college leadership.
- Direct budgets and resource planning to ensure fiscal accountability.
- Coordinate annual co-curricular programming calendar and contribute to college event planning (e.g., orientation, commencement, family weekend).
- Supervise and evaluate the Director of Residence Life, Student Involvement Director, and Mailroom Manager
- Facilitate recruitment, onboarding, training, and professional development opportunities for staff.
- Serve as chief conduct officer, overseeing the student conduct process, policy enforcement, and educational outcomes of community standards.
- Develop and ensure appropriate training, supervision, and support for conduct boards and hearing officers.
- Chair the Behavioral Intervention Team and engage in coordinated responses to students of concern, working closely with Counseling, Public Safety, and academic partners.
- Conduct reviews and enhancements of alcohol, hazing prevention, and conduct-related policies.
- Ensure compliance with federal, state, and college regulations, including Title IX (serving as Deputy Title IX Coordinator) and student policies.
- Oversee maintenance and functionality of student conduct and student life software systems.
- Promote an inclusive campus environment that supports belonging, leadership development, responsibility.
- Collaborate with Student Involvement to advise and support the Student Government Association.
- Respond to student and parent concerns related to Student Life matters.
- Collaborate with campus partners to support students' holistic needs.
- Develop and deliver presentations for orientation, admissions programs and other events.
- Other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
- Strong knowledge of student development, leadership theory, and holistic student success practices, with the ability to apply theory to programs, policy, and student learning environments.
- Demonstrated leadership and administrative skills, including strategic planning, policy development, change management, and data-informed decision making.
- Ability to serve as a visible, ethical, student-centered leader and positive role model who fosters inclusive and community-minded learning environments.
- Excellent interpersonal and communication skills, with the ability to represent the College and work effectively with students, families, faculty, staff, and external partners.
- Proven ability to collaborate across departments and divisions to support student engagement, well-being, and retention initiatives.
- Experience supervising and developing professional and paraprofessional staff, including hiring, training, mentoring, and performance evaluation.
- Experience in crisis response, behavioral intervention, and student support coordination, with sound judgment in sensitive and complex matters.
- Knowledge of federal and state regulations related to student life (Title IX, FERPA, Clery, VAWA).
- Demonstrated budget management skills including planning, forecasting, and allocation.
- Ability to prepare professional reports, policies, correspondence, and procedural documents.
- Commitment to equity and inclusion, and mission-based education in alignment with the Jesuit values.
- Flexibility to work evenings, weekends as needed, and to travel on behalf of the College.

**Minimum Qualifications:**

- Master's degree in Student Affairs, Higher Education Administration, Educational Leadership, Counseling, Organizational Leadership or closely related field.
- 4-6 years of progressive experience in Student Affairs including at least three consecutive years in a director level role in higher education.
- Budget management, operational oversight, and supervisory Experience

**Preferred Qualifications:**

- Doctorate in Higher Education Administration, Student Affairs, or related field
- 7 + years of experience in higher education administration

To apply, send cover letter and resume to: [studentlife@shc.edu](mailto:studentlife@shc.edu)

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Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice.

This job description is not an employment agreement or contract.