



Job Description Classification

**Director of the First Year Experience/LSC
VSC UP – PAT Bargaining Unit**

**Grade 12
Exempt**

BASIC FUNCTION

To design and implement activities and programs designed to promote the academic success and retention of first year students and to support activities and programs designed to improve student persistence.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Direct and administer all phases of the peer mentoring program
- Implement department based peer mentoring program throughout the College.
- Develop and implement programs to educate faculty and staff to support integrated student learning outcomes.
- Develop and implement programs to facilitate student understanding of the integrated student learning outcomes.
- In cooperation with the Director of Residential Life, develop and implement residence-hall based programs designed to increase personal, social, and academic connections among resident first and second-year students.
- In cooperation with the Director of Career Services, develop and implement programs designed to increase personal, social and academic connections among commuter and non-traditional first and second year students.
- Working with service offices to identify obstacles to successful transition to the college and developing process solutions.
- In cooperation with the Director of Student Activities, developing student life programming with special appeal to first-year students.
- Serve as a direct counselor to first-year students.
- Advise on and integrate retention best practices into opening orientation.
- Assist and support Convocation.
- Work with faculty to improve the utility of INT-1020 as a retention tool.

SUPERVISION RECEIVED

Supervision is received from the Dean of Academic and Student Affairs.

SUPERVISION EXERCISED

Functional and administrative supervision of peer mentor and student orientation leaders.

MINIMUM QUALIFICATIONS

Master's degree in appropriate field required. Knowledge of best practices in retention and 2- 3 years of experience working one-on-one with students and administering programs.

- Experience in small colleges.
- Knowledge of computer-based productivity tools.
- Teaching experience and experience with first-year programs.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.