

# Director, MAPS

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## Position Information

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<b>Position Title</b>	Director of Mentoring, Advocacy & Peer Support
<b>Working Title</b>	Director, MAPS
<b>Department</b>	320200-Coordinator of Retention Programs
<b>Pay Rate</b>	\$3,839.77/month
<b>FTE</b>	1.0
<b>FLSA</b>	Exempt
<b>Position Number</b>	997553
<b>Classification</b>	CJS16
<b>Special Instructions to Applicants:</b>	<p>A complete UCM application for employment, cover letter, and resume required. Incomplete applications will not be considered.</p> <p>This position will remain open until filled however application materials received by 07/10/15 will be given priority consideration.</p>
<b>Working hours:</b>	Monday – Friday; 8 am – 5 pm Evenings/Weekends as needed.
<b>Bargaining Unit</b>	No
<b>Posting Date</b>	06/23/2015
<b>Closing Date</b>	
<b>Open Until Filled</b>	Yes
<b>Position Purpose</b>	<p>Direct the daily operations of the Office of Mentoring Advocacy &amp; Peers Support (MAPS), including budget oversight and supervision of 2 full time administrators, 1 full time office professional, 3-6 graduate students, and over 100 student employees.</p> <p>Coordinate and direct proactive, institution-wide efforts to identify, assist, support and retain "At-Risk" and "High-Risk" students from diverse populations.</p>

### Education & Formal Training

**Other Education & Formal Training** Master's degree in College Student Personnel Administration, Secondary Education, Guidance/Counseling, Psychology or related field required.

**Computer Skills** Word-Processing, Spreadsheet, Presentation, Other - Maxient preferred

### Experience

Three (3) years full time work experience in guidance/counseling, higher education administration, or related field to include progressive responsibilities and/or significant management experience is required

Three (3) years experience supervising students.

The successful candidate will also possess the following qualifications:

The ability to balance institutional policies with the individual needs of students.

The ability to originate and implement programmatic and service enhancements.  
expertise in facilitating student success.

A record of adaptability to changing environments, policies, and student needs.

Competency for analyzing student success related data/trends and assessing programming activities as part of a strategic retention and success initiative.

### Other Experience

**Licenses, Certificates, Registrations, Criminal History check, Driver's license & State/Federal Requirements of Position:**

**Other Licenses, Certificates, Registrations, & State/Federal Requirements**

**Special Skills, Abilities, and Knowledge:**

Attention to detail, Budget-related skills, Communication skills. including oral, written, and/or nonverbal, Knowledge of a University environment preferred, Human Relations/Interpersonal skills, Leadership skills: organization/meeting facilitation/project leadership, Supervisory skills, including motivation, delegation of duties, evaluation, etc, Management and/or administration skills, Ability to manage multiple concurrent projects and meet deadlines, Maintain confidentiality

**Other Special Skills, Abilities, and Knowledge**

Sensitivity to student development and needs/interests of students.

Understanding the interaction of a diverse student population.

Knowledge of statistical analysis in the preparation of reports and analysis of programs.

Excellent judgment with the ability to manage highly sensitive and confidential information.

Strong skills in the areas of conflict resolution.

Strong analytical skills and the ability to assess and negotiate complex, highly sensitive situations.

Exceptional critical thinking skills demonstrated by the ability to analyze information, evaluate results, and facilitate resolution of difficult challenges, including the ability to handle issues of complex and extreme sensitivity.

Ability to manage multiple, on-going and complex caseload of student complaints.

Skill in writing concise, logical analytical reports to convey complex issues.

Ability to maintain neutrality in emotionally charged matters and work under stress.

Demonstrated commitment to diversity and success in working with diverse constituencies, both domestic and international, to support an inclusive campus environment.

Strong and effective interpersonal skills; the ability to listen well and demonstrate sensitivity to and respect for individual needs.

Ability to work as part of a university-wide community to resolve complaints in a neutral and sensitive manner.

Ability to establish and maintain professional and productive working relationships with staff at all levels at the University.

Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.

Clear knowledge and understanding of nondiscrimination laws and compliance regulations including Title IX, due process protections as they apply to Student Conduct proceedings, the Clery Act, VAWA and FERPA.

Ability to act independently, take initiative and exercise sound judgment.

#### Specify sensory abilities:

#### Physical & Environmental Factors:

#### Other Physical & Environmental Factors

#### Lifting weight

**Special Working Conditions:** On call/standby work required, Professional appearance, Work in stressful conditions

**Other Special Working Conditions** Irregular work hours – evenings/weekends as needed.

**Ability to Keyboard** No keyboarding test required.

#### Special Qualifications:

**Other Special Qualifications** Must have completed or be able to complete 40 hours of formal victim advocacy training within 6 months of hire.

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

## Required Documents

#### Required Documents

1. Cover Letter
2. Resume

#### Optional Documents

None