

DIRECTOR OF CARE AND ADVOCACY

DEAN OF STUDENTS

Description: The Director of CARE and Advocacy proactively advocates, seeks and/or provides support for students of concern by collaborating with stakeholders across campus. Advocacy may include direct support of those students requiring individualized services as referred to by various offices/departments. Further, this position coordinates/executes programming based on trends or other identified needs and serves as a member of the CARE Team. The Director of CARE and Advocacy also serves as a student ombudsperson whose function is to provide guidance/assistance regarding options for recourse to those that have experienced discrimination/bias or other prejudicial treatment.

Minimum Requirements: A bachelor's degree in student services programs. At least one year of full-time experience at a college/university as a student-services professional or relevant experience. A valid driver's license is required. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Preferred Qualifications: A master's degree and experience with Banner and Maxient is preferred.

Knowledge, Skills and Abilities: Case management experience and ability to work independently. The ability to effectively prioritize tasks is also a critical component of this position. Effective communication and ability to exercise judgement.

Hire Range: \$53,000- \$ 60,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: CB75 – **State Title:** Student Svs Manager I

Position #: – **Band:** 06

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.