



JOB DESCRIPTION:

Position:	Director of Student Services
Employer:	Fulton Adventist University College: owned and operated by the Trans Pacific Union (TPU) of the Seventh-day Adventist Church
Location:	Sabeto Road Nadi Fiji
Revised:	30 September, 2022

Fulton Adventist University College Mission Statement:

The Mission of Fulton is to empower graduates through quality Adventist Higher Education for dedicated service to the South Pacific Community.

Position Summary:

The Role of the Director of Student Services at Fulton Adventist University College is to:

Assist the Principal in ensuring the smooth running of the College under the direction of the College Board by focusing specifically on the non-academic needs of the residential, married and day students supporting the ethos and fulfilling the mission of the institution.

Qualifications Required:

1. Must be a practicing baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. Appropriate tertiary qualifications and experience.
3. A comprehensive working knowledge of the Seventh-day Adventist church and its management.
4. Have an interest in and aptitude for cross-cultural ministry.

Core Competencies:

- Well-developed interpersonal and relationship skills.
- An effective communicator with excellent presentation and verbal reasoning ability.
- An ability to organize and manage systems, events and people groups.
- An ability to write creatively and clearly in a professional manner.
- A team member with a solutions-focused approach.
- A redemptive approach to behaviour management.

Specific Responsibilities:

1. Facilitate the appointment and operation of the Student Council and assist the elected student leaders in their functions.
2. Facilitate the appointment of the Student Deans inducting and supporting the elected student leaders in their functions.
3. Lead the Student Social Committee in planning and implementing an active social program.
4. Lead the Spiritual Affairs Committee in planning and implementing an active spiritual program in collaboration with the College Chaplain.
5. Meet regularly with the Residence Deans and Kitchen Supervisor to monitor and review the operation of the residential functions of the College.
6. In consultation and cooperation with the Residence Deans, ensure adequate and appropriate records are kept fulfilling duty of care responsibilities including off-campus leave arrangements.
7. Recommend housing allocation for married students and assist married students to find housing in the community around the College if not available on campus.
8. Meet at least twice a semester with married students to listen and respond to needs and concerns.
9. Meet at least twice a semester with day students to listen and respond to needs and concerns.
10. Give counsel to international students on matters pertaining to student visa/permits and immigration requirements.
11. In consultation and cooperation with the Business Manager direct the Work Education Program so that all students participate in the program, accurately record hours worked, and complete their work hours in a timely manner.
12. Manage the Student Discipline policy of the College and advise the Principal of issues which need to be discussed on the Student Discipline Committee.
13. Assist in the preparation of the Student Handbook
14. Manage the quality assurance processes of the Student Services areas of the College and the performance management of all the staff responsible to the Director of Student Services.
15. Prepare Student Services reports for each of the scheduled College Board meetings and an Annual Evaluative Review of the Student Services functions of the College.

Occupational Health and Safety

- Contribute to the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practicable to their supervisor.
- Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.

Committee Membership:

Member Administrative Committee
Secretary Student Affairs Committee
Secretary Student Discipline Committee
Chair Student Social Committee
Secretary, Spiritual Affairs Committee
Chair Workline Advisory Committee
Chair Student Finance Advisory Committee
Advisor Student Council
Advisor Housing Committee (Married Student Housing)

Key Performance Indicators:

- Consistently reflects the mission and values of the College.
- Competently meets the specifications of the Job Description.
- Has a thorough mastery of the specific knowledge and competencies required for this position.
- Consistently demonstrates sound judgment in decision making.
- Seeks guidance from appropriate sources when involved in important decision making.
- Actively nurtures and supports all persons who report directly to him/her.
- Facilitates the effective management and development of the service under his/her care.
- Has a clearly defined vision that reflects the College's mission.
- Responds positively to feedback.

Terms and Conditions:

The terms and conditions shall be read in conjunction with the Fulton College Staff Handbook, this job description and the SPD Working Policy as amended from time to time.

Appointed by:

TPUM Executive Committee

Term:

This position is for a period of four years.

Performance appraisal:

Informal review after 6 months and then formal appraisal at 12 months.

Responsible to:

Principal and Fulton Adventist University College Board.

Remuneration:

As per the Fulton Adventist University College Wages Schedule as amended from time to time.

Personal Commitment:

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the Fulton College Staff Handbook, and the SPD Working Policy.

Confirmation:

Name of the appointed person: _____

Signature of the appointed person: _____

Date of signing: _____

Signature of witness (Fulton Principal): _____