Job Opportunities
University of the District of Columbia (UDC)

Position: Director, Counseling and Student Development

Salary Range: AD-340-04/01-08 $66,285 – $84,065 Per Annum

Location: Van Ness Campus

Areas of Consideration: University-wide

Responsible to: Associate Vice President, Student Affairs

Vice President, Student Affairs

Closing Date: 10-27-2006

Brief Description of Duties

Responsible for the administrative oversight of the day-to-day-operations of counseling services, programs and retention initiatives, as well as the Disabilities Resources Center operations, programs and services.

Supervises professional staff and directs the development of a comprehensive retention program for first year students and the development of a comprehensive senior year experience program.

Develops and manages a comprehensive budget for the Counseling and Student Development Center and the Disabilities Resources Center, including the monitoring of varied funding sources.

Directs the overall planning, implementation and evaluation of counseling services; develops the center’s goals.

Evaluates the effectiveness of the University’s counseling and student development programs, and conducts special studies designed to identify areas in need of improvement. In this regard, initiates necessary corrective actions and designs systems to provide for effective control of operations.

Qualifications Required

A master’s degree in counseling, student personnel services or higher education administration and five years of specialized experience with at least two years of supervisory experience is required. A doctoral degree is preferred. One year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008