



OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

Director of Student and Alumni Affairs

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit ocom.edu.*

We are seeking a dynamic **Director of Student and Alumni Affairs** to join our academic team.

Salary range for this position: \$60,000-65,000 DOE

Position Summary

The Director of Student and Alumni Affairs is responsible for overseeing the operation, implementation, evolution, and long-term success of student services functions for the college. The role involves working directly with master's and doctoral students in an advising capacity as well as collaborating with academic deans, student services staff in other departments, the Counseling Office, and faculty. This position supports the college's retention efforts as well as career services for our graduates.

Essential Functions

STUDENT AFFAIRS DEPARTMENT MANAGEMENT

- Supervise and support the Student Services Manager
 - Engage in regular meetings to provide coaching and feedback on student-related community events, OCOM Student Association, tutoring, and Disability Access services
 - Engage in annual performance planning and review for the Student Services Manager
 - Develop budget appropriate to support essential functions of the Office of Student Affairs, including professional development, events, tutor subsidy, and disability access

ALUMNI AFFAIRS DEPARTMENT MANAGEMENT

- Supervise and support the Alumni Relations Coordinator
 - Engage in regular meetings to provide coaching and feedback on alumni related community events
 - Engage in annual performance planning and review for the Alumni Relations Coordinator
 - Develop budget appropriate to support essential functions of the Alumni Relations department including annual Continuing Education events, mentor program, and website
- Collaborate with the Alumni Relations Coordinator to develop career services materials and programs

ENROLLMENT MANAGEMENT: RETENTION AND ACADEMIC SUCCESS

- Triage and advise students considering an enrollment change

Continued

- Meet with students requesting a Leave of Absence or Withdrawal from the college
- Manage the formal "Recommendation for Academic Support"
- Create assessments and methods to identify and track students of concern
- Collaborate with the academic and clinical deans to monitor and assess issues regarding student performance
- Participate in regular C.A.R.E. Team meetings
- Engage in conflict resolution between students and other college stakeholders as appropriate
- Serve as a liaison to notify faculty in the case of student illness or emergencies

ENROLLMENT MANAGEMENT: ADMISSIONS

- Present student services information during admissions seminars
- Serve as a member of the Admissions Committee
- Partner with the Director of Admissions to design, implement, and manage the online New Student Success Center

ASSESSMENT

- Develop assessment methods and procedures for identifying students struggling in the program
- Develop assessment methods and procedures for measuring the impact of Student Affairs activities such as New Student Orientation
- Collaborate with senior management to generate data-supported reports for accreditation self-studies and the Board of Trustees
- Develop and track engagement with web-based Student Services content on ocom.edu and Populi (the college's Student Information System)
- Develop assessment methods and procedures for biannual alumni surveys. Interpret this data to collaborate with faculty and staff on adapting on-campus services and offerings to enhance graduate success

POLICY DEVELOPMENT

- Oversee development, review, and execution of Student Handbook content. This includes student conduct, grievance, LOA/Withdrawal, ADA/Section 504, and campus posting policies
- Participate in the regulatory compliance committee to ensure policies align with requirements of other regulatory bodies such as ADA/Section 504, FERPA, Title IX, USDE, ODA, and ACAOM
- Maintain Student Services policies in the OCOM policy repository

ONGOING OPERATIONAL WORK

- Develop and maintain student services content for ocom.edu
- Review and provide updates for annual academic catalog
- Develop, coordinate, and facilitate annual on-campus New Student Orientation in collaboration with the Admissions team
- Attend monthly Academic Steering Committee meetings
- Align Student Affairs team with the OCOM strategic planning process
- Lead and facilitate monthly Student Services team meetings
- Attend appropriate annual professional development trainings to enhance skills and stay current with relevant policies and practices

Experience and Education

- Demonstrated knowledge of best practices and regulations related to student services in higher education
- Familiarity with budget development and oversight
- Experience in managing direct reports

- Ability to utilize Google Apps for education and OCOM's SIS (Populi) for collaborative work, student record keeping, and communications, as well as development of assessment
- Demonstrated ability to develop assessments for Student Services and use those for continuous quality improvement of programs
- Experience with disability access services is preferred
- Experience with Chinese medicine is preferred
- Experience in student services for graduate or medical programs is preferred
- Career counseling experience is a plus
- Familiarly or experience with disability access services and related federal and state laws a plus.

Required Knowledge, Skills, and Abilities

- Master's degree in related field or equivalent experience
- At least five years of administrative experience in an academic environment, including working with a variety of diverse stakeholders including students and faculty
- A demonstrated history of success in providing direct student services in a higher education setting is strongly preferred

To Apply

Please send cover letter and CV (.pdf format only) to **HR@ocom.edu**. In your cover letter, please answer the question, "How would this position at OCOM fit with your long-term professional goals?"

Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@ocom.edu**.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.