POSITION DESCRIPTION
DIRECTOR OF STUDENT AND ALUMNI RELATIONS

General Description:
The ESR Director Student and Alumni Relations reports to the Dean and bears responsibility for supporting student retention, completion, and continuing connection to the school post-graduation.

Job Category/FLSA Status: Administrative Faculty/Full-Time/Exempt Earlham College Employee

Accountability: Reports to the Dean of Earlham School of Religion

Major Responsibilities:
• Case management of current students
• Manage, advise, and track current student progress; encourages student retention and helps keep students on track for degree completion
• Coordinate with students and advisors to facilitate timely completion in keeping with stated timeframes (MA – 2 yrs residential, 3 yrs Access; MDiv – 3 yrs residential, 5 yrs Access)
• Develop and oversee Accommodation Plans as appropriate
• Support of Student Life on Campus
• Serve as Ombudsman offering a safe place for students to discuss problems or issues within the seminary
• Support navigating ESR resources and student services (including, but not limited to, grievances, Title IX, etc.)
• Connect ESR Access students to residential campus life
• Advises Student Community Planning
• Advises Common Meal Committee
• Advises Worship Committee
• Assists with the development and delivery of New Student Orientation
• Administer exit interviews
• Administers Baccalaureate Service and advises graduating students committee
• Works in collaboration with BTS Director of Student Services
• Facilitates engagement between ESR faculty/staff and students
• Provides placement support and advisement
• Travel to meet with alumni and foster ongoing relationship
• Develop invitational programming to engage graduates both on campus and regionally
• Track and highlight alumni career placement and accomplishments
• Support development efforts
• Support recruitment efforts
• Be an active, visible member of the ESR community.

Qualifications:
• B.A. degree required. M.Div. or M.Min. strongly preferred;
• Strong social skills including empathy;
• Detail oriented;
• Understand the value of theological education, the diversity of Friends and the wider Church, and the Quaker understanding of universal ministry;
• Outgoing, available for frequent travel;
• Creativity, strong organizational, communication, and personal skills are essential;
• Self-starter, good listener, speaker, and writer; and
• Able to work independently while being part of a team effort.

Application Instructions:

All applicants, internal or external, should submit a letter of interest, resume, and contact information for three references as a single electronic file to:

Email: thistbe@earlham.edu

Review of applications will begin immediately, and continue until position is filled.

Earlham College is an Equal Opportunity Employer that seeks applications from candidates who contribute to diversity in terms of race, ethnicity, age, religious affiliation, gender, sexual orientation, gender identity, disability, and veteran status, among other distinctions and contributions. As a College with a Quaker identity, Earlham also is eager to solicit applications from members of the Religious Society of Friends (Quakers).

Earlham utilizes E-Verify to confirm employment eligibility for all newly hired employees within the United States.