

University of Louisiana at Monroe
School of Pharmacy
Job Description
Revised 9/2/2014

Job Title: Director of Students Affairs
Reports To: Associate Dean for Academic Affairs

Summary: As the administrator with primary responsibility for development, implementation, oversight of and for carrying out the activities of student services including counseling and recruitment.

Essential Duties and Responsibilities: Includes the following, with other duties that may be assigned by the Associate Dean of Academic Affairs or the Dean:

1. Work with University Recruitment Services to maintain an active recruitment program.
Typical activities include:
 - a. Have recruitment materials prepared.
 - b. Develop, implement and maintain recruitment activities with a focus on increasing qualified recruits.
 - c. Represent the school at career days and PREP programs.
 - d. Edit and publish a school recruitment newsletter to be sent to pre-pharmacy students and advisors at least twice a year.
 - e. Maintain a website to train and support pre-pharmacy advisors at feeder institutions.
2. Administer the Pharmacy Student Emergency Loan Program.
3. Administer the Scholarship and Awards program of the college. Typical activities include:
 - a. Develop a list of available scholarships and communicate the information to the students.
 - b. Supervise the scholarship application process.
 - c. Collate and summarize appropriate information.
 - d. Develop a list of available awards and communicate the information to the appropriate committee for their selection.
4. Administer the College's Substance Abuse Testing Program.
5. Provide general program support by attending University, Community and Professional events as requested by the Associate Dean of Academic Affairs or the Dean.
6. Teach in assigned courses, including Introduction to Pharmacy.
7. Serve on professional, school and university committees as assigned.
8. Organize and facilitate Graduation activities.

- a. Organize and facilitate the Senior Recognition and Awards Ceremony.
 - b. Organize and facilitate the Senior breakfast/brunch.
 - c. Supervise class pictures.
 - d. Secure, in cooperation with the Director of Student and Professional Affairs, Associate Dean of Academic Affairs, the Dean of the School of Pharmacy, and the College's Director of Development, extramural funding for graduation activities.
 - e. Maintain appropriate documentation to meet ACPE accreditation standards.
9. Develop, implement and maintain programs to assist students whose life-problems are interfering with academic performance:
- a. Maintain appropriate alcohol and substance abuse education programs:
 - i. In a logical manner, identify faculty and students to participate in the Utah School on Alcoholism and Other Substances of Abuse.
 - ii. Develop outcomes and guidelines for student participation in the Utah School for academic credit.
 - iii. Secure, in cooperation with the Director of Student and Professional Affairs, Associate Dean of Academic Affairs, the Dean of the School of Pharmacy, and the College's Director of Development, extramural funding for attending the Utah School.
 - iv. Provide general education programs concerning alcohol and substance abuse for the general School of Pharmacy Student Population.
 - v. Provide specific counseling or appropriate referrals for students with substance abuse problems.
 - b. Intervene and provide counseling or appropriate referrals for students with psychological abnormalities, grief, trauma, or other life-altering events.
 - c. If necessary, develop and conduct support groups for SOP students.
10. Develop, implement and maintain programs to assist students with behavioral problems in the classroom.
- a. Provide programming for faculty on how to deal with student problems in the classroom.
 - b. Provide counseling and/or support to students when needed.
 - c. Refer students to the Associate Dean of Academic Affairs for disciplinary problems when necessary.
11. Administer the School of Pharmacy Students with Disability Policy.
- a. Serve as a liaison with the Counseling center on campus.
 - b. Identify local practitioners to evaluate students and serve as a liaison with those practitioners.
 - c. In association with the Associate Dean of Academic Affairs, review student requests and make recommendations to the faculty concerning accommodations.
 - d. Provide appropriate documentation to faculty concerning student needs.

- e. In conjunction with the Director of Student and Professional Affairs, maintain appropriate and confidential student records.
 - f. Work with faculty to provide arrangements for proctoring of students with special needs.
 - g. Develop and implement the professional and career development programming of the School of Pharmacy Boot Camp.
12. Validate and approve all student excuses classified as University approved excuses.
 - a. Oversee the validation of excuses.
 - b. Oversee notification of faculty of approved excuses.
 - c. In conjunction with the Director of Student and Professional Affairs, maintain appropriate and confidential student records.
 13. Serve as a liaison between the School of Pharmacy and University financial aid services.
 14. Serve as a liaison with student services on campus.
 15. Maintain student confidentiality.
 16. Ensure that student events are on the School of Pharmacy Calendar in a timely manner.
 17. Develop, implement and maintain an alumni organization.
 18. Responsible for Service Learning.
 19. Make some APPE/IPPE site visits when in area.

Supervisory Responsibilities: Co-supervises administrative personnel assigned to the Office of Student and Professional Affairs.