

Director of Student Services
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=262867>

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Posted Sep. 23, 2025, set to expire May 10, 2026

Job Title Director of Student Services
Department College of Agriculture and Applied Sciences
Institution Alcorn State University
Lorman, Mississippi

Date Posted Sep. 23, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Counseling Services

Job Website <https://jobopps.alcorn.edu/postings/7826>

Apply By Email

Job Description

The incumbent provides leadership and facilitates program success in the area of student services, within the College of Agriculture and Applied Sciences. He/she ensures the College's vision manifests by playing a critical role in developing, coordinating and managing recruitment, supporting retention efforts and activities, and promoting overall student success.

Knowledge Skills and Abilities

- Knowledge of current labor market trends
- Knowledge of effective recruitment strategies
- Knowledge of post-secondary educational organization
- Skilled in the computer applications and operation, including Microsoft Office
- Excellent communication skills, verbal and written
- Ability to establish cooperative, tactful, effective and harmonious work relationships with diverse

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groups of individuals, ranging from senior management, administration, faculty, staff, students and the general public

- Ability to work within tight time constraints, under pressure and on multiple and complex projects
- Exercise of independent and sound judgment

Essential Job Functions

- Manages daily operations of the Office of Student Services in the College of Agriculture and Applied Sciences
- Plans and directs School-wide student engagement, and career services and events
- Establishes relationships, regularly visits, engages, and recruits prospects with and from educational facilities, businesses, community members, employers, etc.
- Generates new business alliances with the goal of establishing a pipeline of students to and from these corporations
- Assist with developing, analyzing and disseminating thorough reports, tracking the process and status of travel and student recruitment efforts
- Maintains an overall plan and strategy for student recruitment and retention
- Maintains current knowledge of university admission policies to communicate effectively with school districts, prospective students, parents and other interested parties
- Promotes the College of Agriculture and Applied Sciences and its academic programs among prospective students, parents, teachers, counselors and other groups and organizations
- Other related duties as assigned

Qualifications

- Master's degree in Counseling or related field working in a student services or related field
- Three (3) years' experience providing student support services, such as in student mentoring-advisement and student success workshops
- Three (3) years' experience in supervisory capacity

Contact Information

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Contact

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