# Southern Connecticut State University

**Director of the First-Year Experience Program**

**2023-2025**

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time from the administration, the Provost is soliciting applications from individuals who are interested in serving as Director of the First-Year Experience Program.

# Duties and Responsibilities:

The First-Year Experience (FYE) Program serves a key role in achieving the university’s strategic plan by supporting first-year student success. The Director provides vision and leadership in developing, coordinating, implementing, assessing, and revising programs for first- year students that enhance student success, persistence, and a sense of belonging to university community. The FYE Director works in partnership with a variety of campus divisions and oversees the First-Year Experience office. The Director reports to the Dean of the College of A&S.

# Specific responsibilities include, but are not limited to the following:

* Provide overall administrative leadership for and oversight of the First-Year Experience, including managing its budget and supervising staff
* Work collaboratively with faculty, administrators, and staff in units/divisions across campus to communicate the FYE program’s philosophies and implement policies and procedures for first-year students
* Conduct periodic needs assessments and evaluations of first-year students and the effectiveness of FYE programs and initiatives
* Guide faculty in developing and revising INQ and other Tier 1 Liberal Education Program (LEP) courses and offer faculty development opportunities that prepare faculty to teach and mentor first-year students (e.g., the FYE Teaching Academy)
* Recruit faculty from a variety of departments to teach INQ courses
* Work with the Liberal Education Program Committee and the Undergraduate Curriculum Forum to develop and implement integrative, innovative and meaningful learning experiences into the LEP Tier 1 intellectual experience of first-year students, including project-based and experiential learning
* Work with faculty and departments to integrate extended orientation programming into LEP Tier 1 courses, particularly in the second semester
* Work closely with the LEP Director to evaluate, assess, and make recommendations regarding the overall academic experience of first-year students
* Work closely with the Associate Deans and Academic Advising to assess and make recommendations regarding course offerings that affect students’ first-year experience
* Develop, coordinate, implement, assess, and revise new first-year experience initiatives that support the university’s strategic plan (e.g., living learning communities, FYRE, etc.)
* Work collaboratively and harmoniously with units/divisions across campus to create integrated and positive transitional experiences for first-year students
* Serve on relevant committees (e.g., LEP Committee, UCF, Registration Working Group).
* Seek additional sources of funding to support strategic initiatives
* Support FYE-related university assessment and reaccreditation processes, strategic plan implementation, and educational program innovations in consultation with the Dean (CAS).
* Provide regular reporting to the Dean (CAS).

# Persons seeking this position must have the following qualifications:

* Full-time tenured or tenure-track faculty member
* Terminal degree in an academic field
* Demonstrated excellence in teaching and advising first-year and/or first-generation students
* Superior interpersonal skills and ability to use them to achieve goals
* Excellent communication (oral and written) and organizational skills
* Experience in administrative role(s) at the coordinator level or higher
* Understanding of university course scheduling and budgeting practices
* Familiarity with campus policies and procedures
* Demonstrated history of ability to work collaboratively and harmoniously in a collegial environment with faculty, staff, and students with diverse backgrounds and varied roles, and with internal and external groups
* Willing and able to manage ambiguity

# Preference will be given to those applicants with the following experiences:

* Experience in program assessment and planning
* Demonstrated ability to innovate and provide creative leadership
* Demonstrated commitment to retaining and graduating students

# Application Process:

Persons interested in seeking the position should apply using the [online application](https://forms.office.com/r/M8UnWgNMK3) between Jan. 20-Feb. 3, 2023.

The Dean of the College of A&S will review the materials of all applicants and will interview selected finalists from among the applicants for the position. The Dean will announce the choice for the position after the successful applicant notifies the Dean of Arts & Sciences of their acceptance of the position.

# Reassigned Time, Effective Date, and Term of Appointment:

The Director will receive nine (9) hours of reassigned time during each of the fall and spring semesters. The Director will receive 0-12 credits of compensation during the summer, aligning with relative workload based on enrollments.

This appointment will be effective on the first day of the Fall term 2023. The term will be two (2) years from the date of appointment. The term will be two (2) years from the date of appointment. The position will be re-advertised in the spring of the final year of the incumbent’s appointment. The incumbent may apply for a third and final term.

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