St. Bonaventure University

Announcement for Two Positions for the Military Aligned Students’ Program

St. Bonaventure University, the nation’s first Franciscan university, invites applications and nominations for the positions of Director and Assistant Director of the Military Aligned Students’ Program. We are interested in identifying proven leaders who will provide vision, executive oversight and leadership to this new and exciting strategic initiative. Founded in 1858, St. Bonaventure is a Catholic university dedicated to educational excellence in the Franciscan tradition. We are committed to the constant pursuit of distinction in our undergraduate and graduate programs, our innovative liberal arts core and all of our courses of study. At St. Bonaventure University, we come to know our students on an individual basis and become their mentors. We strive to bring out the best in every individual. As an academic and spiritual community, we endeavor to prepare our students for the challenges they will face in their professional careers as well as in their personal lives. True to our Franciscan heritage, we encourage students to manifest our values through lives of citizenship and service. The St. Bonaventure experience is distinctive in that we foster the development of knowledgeable, skilled, compassionate and ethical individuals by mentoring students within vitally engaging learning environments, ever mindful of such Franciscan values as individual dignity, community inclusiveness, and service to others. The new Director and Assistant Director are expected to emulate and advance this mission.

The Director reports to the Vice President for Student Affairs and is a member of the University’s Senior Management Council. He or she is expected to manage with integrity, respecting the University’s mission and its commitment to excellence. The Director’s major responsibilities include supervision of an assistant director, VISTA AmeriCorps volunteer and VA Work Study students to deliver comprehensive services, mentorship and support to military aligned students (current servicemen/servicewomen, veterans and military dependents). Additionally, the Director is responsible for the development and implementation of a comprehensive enrollment management strategy focused on recruitment, retention and graduation of military aligned students. The Director will also oversee the development and accuracy of a data base of prospective and enrolled military aligned students for assessment purposes and grant writing opportunities. He or she is also expected to collaborate and coordinate with multiple on-campus offices as well local community organizations to provide support and resources to military aligned students. The Director is also expected to provide administrative oversight and planning for the department’s operating budget and resource allocations.
The Assistant Director reports to the Director of the Military Aligned Students’ Program. The Assistant Director’s primary function is recruiting qualified military aligned students (current servicemen/servicewomen, veterans, military dependents) in various academic programs. Other major responsibilities include but are not limited to: providing benefit information to prospective and existing military aligned students and updating/maintenance of the student veteran data base for the department.

Candidates for the Director’s position must possess a Bachelor’s Degree (Master’s Degree preferred) along with five years related work experience working in higher education, veteran’s affairs, military service or related field. Candidates for the Assistant Director's position who possess an Associate degree may be considered under the expectation that they will finish a bachelor’s degree within five years. Veteran’s status is required of the Director; preferred of the Assistant Director. All candidates must have demonstrated experience and success in leading teams and generating strategies for goal achievement in cutting edge, best practices environment. General knowledge of admissions operations, financial aid, veterans’ educational benefits and military transcript credit hour evaluation is required. Possession of a clean and valid driver's license as well as the ability to successfully complete a criminal background check is mandatory.

Located 75 miles south of Buffalo near Olean, N.Y., St. Bonaventure’s picturesque campus is nestled in the foothills of the Allegheny Mountains – known as the Enchanted Mountain region. Many faculty and staff live in Olean and Allegany, as well as in the nearby communities, including Cuba to the east and Salamanca and Ellicottville to the west. Ellicottville is the home of Holiday Valley Resort, a four-seasons golf, skiing and recreation facility that is ranked among the top 5 ski resorts in the eastern United States. The university is home to approximately 1800 undergraduate and 400 graduate students. St. Bonaventure is an equal opportunity employer and actively seeks applicants that reflect the diversity of our nation. No applicant shall be discriminated against on the basis of race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation or veteran status.

Interested candidates for either position should submit a cover letter, resume or curriculum vitae, and the contact listing of five references to the address below. Review of candidate credentials will begin immediately and will continue until the position is filled. For full consideration for the Director’s job, materials should be submitted to jzimmer@sbu.edu by May 6, 2016. For full consideration for the Assistant Director’s job, materials should be submitted to jzimmer@sbu.edu by May 20, 2016.