- Bachelor’s degree and one year of experience working within Student Affairs as a professional or paraprofessional  
- Demonstrated ability to manage priorities and tasks  
- Demonstrated ability to establish and maintain partnerships with university staff and faculty  
- Demonstrated ability to plan and implement programs  
- Ability to demonstrate personal support of a diverse living, learning, and work environment  
- Demonstrated knowledge and/or experience required to manage crisis response

**Preferred (Special) Qualifications**

- Master’s degree in College Student Services, Educational Leadership, or related field

- Two or more years of post-Bachelor’s professional experience in a student affairs field

- Ability to foster an environment for a staff that encourages high level of student service

- Demonstrated staff supervision skills

- Ability to create and maintain successful academic environments

- Demonstrated experience of holding students and/ or student staff accountable

- Ability to foster the development of students or groups of students through student group or organization advisement

- Demonstrated ability to communicate clearly and effectively both orally and in written form

- Prior conduct experience, including but not limited to the adjudication and sanctioning of cases

- Basic competence with technology (e-mail, word processing, social media websites, spreadsheets, and databases)