



## **Director, Student Services Division, Faculty of Arts and Science Queen's University**

Queen's University invites nominations and applications for the position of Director, Student Services Division, Faculty of Arts and Science.

As one of Canada's leading universities and a founding member of the [U15 Group of Canadian Research Universities](#), Queen's enjoys a long-standing tradition of research and academic excellence. Home to world-class scholars and scientists and a student body who boasts the highest retention and graduation rates in the country, the University finds distinction in many academic fields across the natural, health, and social sciences, the humanities, creative arts and languages, and engineering. Queen's University is located in historic Kingston, midpoint between Montreal, Toronto, and the nation's capital, and is situated on traditional Anishinabe and Haudenosaunee territories. For more information about Queen's, celebrating over 175 years, visit [www.queensu.ca](http://www.queensu.ca).

The Director, Student Services Division in the Faculty of Arts and Science is an integral member of the Faculty's senior management team. Reporting to the Associate Dean (Studies), among other responsibilities the Director leads the Student Services team in the delivery of academic services to students; develops and implements short and long-term plans and policies for the Student Services Division; provides academic advice, expertise and direction to Arts and Science departments as well as academic counselling to students; and collaborates with academic departments to ensure they operate in compliance with both Faculty and University policies.

The Faculty of Arts and Science is the largest Faculty at Queen's, presenting a seasoned student services professional with an opportunity both challenging and rewarding. The ideal candidate for the position is committed to excellence in student service, with a focus on diversity and inclusivity, and has the ability to inspire and develop this commitment across a large staff team. Candidates should have excellent interpersonal skills, including the ability to demonstrate empathy for students; strong analytical, interpretive and problem-solving skills; and the ability to establish credibility with senior professionals and academics.

Consideration of candidates will commence October 2017 and will continue until the position is filled. Nominations and/or applications should be submitted, in confidence, to Jane Griffith or Jason Murray at [queensdssd@odgersberndtson.com](mailto:queensdssd@odgersberndtson.com).

*Queen's University ensures that all applicants are treated fairly. Applications from all qualified individuals are invited; however, Canadian citizens and permanent residents will be given priority. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with disabilities, and LGBTQ persons.*

*The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Odgers Berndtson, [queensdssd@odgersberndtson.com](mailto:queensdssd@odgersberndtson.com), 416-366-1990.*