

7900 West Division Street

River Forest, IL 60305

**JOB DESCRIPTION**

**JOB TITLE:**

**DEPARTMENT:**

**REPORTS TO:**

**JOB STATUS :** (exempt/salaried, non-exempt/hourly; PT20, PT30, FT)

**PRIMARY PURPOSE/ POSITION SUMMARY:**

Explain vision for this role and how this role adds to the vision and mission of the university. Mention here high-level goals and who or what offices this role will interact with, report to, or supervise.

**EXPECTATIONS FOR ALL DOMINICAN EMPLOYEES:**

To support the University's mission of preparing students to pursue truth, to give compassionate service, and to participate in the creation of a more just and humane world.

**JOB COMPONENTS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

*Pose 3-7 principal duties and responsibilities with brief descriptions.*

*Example:*

1. *Data & Assessment:*
   1. *Assess student learning, program satisfaction, and overall effectiveness*
   2. *Assist with Student Success and Engagement Program Assessment*

*End with a variation of: “Perform other duties as requested, delegated, or assigned”*

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

*All qualifications are required unless otherwise indicated.*

*Minimum qualifications are the basic, must-have qualifications a candidate needs to be considered for the role such as degrees or years of experience. This is for bare bones needs. Add ideal qualifications under “Preferred”*

*Examples:*

* *Bachelor’s degree and a minimum of five years of demonstrated human resources experience; OR, Any equivalent combination of education and experience.*
* *PhD in the field of sociology or similar social science background*
* *Time commitment*
* *Specific experience assisting students with meeting academic, professional, and personal goals*

*Consider adding a bullet point that ensures the applicant is dedicated to adding to our diverse and equity centered environment. Example below:*

* *“Must be committed to fostering an equitable and inclusive working and learning environment”*

**PREFERRED QUALIFICATIONS:**

*Knowledge, Skills and Abilities:*

*Preferred qualifications should identify* ***desired*** *education and experience, that are in addition to minimum qualifications. Examples could be: specific knowledge of an interface that would be helpful for the candidate to know before, an advanced degree that would be helpful but not required, being bilingual in English and Spanish, or having prior experience at an HSI. This can be a blend of qualifications and KSAs.*

*Examples below:*

* + *“Excellent oral and written communication skills; team-building and cross-cultural interpersonal skills”*
  + *Previous experience with HSIs or minority serving institutions*
  + *Proficiency in MS Office programs and student database systems*
  + *Ability to prioritize tasks and meet deadlines*

A background screening is required.

**EEO Statement**

Dominican University is proud to be an equal opportunity employer and is dedicated to the goal of building an equity-centered faculty and staff committed to teaching, working, and learning in a multicultural environment. Dominican University believes that justice, equity, and inclusion are critical to our growth and development and seek to recruit, develop, and retain from a diverse pool of applicants who bring varied experiences, perspectives, and backgrounds. If you need accommodations due to a disability, please contact us at [hr@dom.edu](mailto:hr@dom.edu) for assistance.

**Developed/Updated by:**

**Effective date:**

**Expected closing date:**

**Reviewed by Cabinet Member: Initials Date:**

**Reviewed by HR: Initials Date:**