



Student Life Specialist and Student Ombudsman (16-42)

Francis Marion University was established in 1970 and serves as the area's premier comprehensive public university serving approximately 4,000 students. FM consistently ranks among the Top 100 colleges and universities while maintaining its promises to the community. Located on 400 beautiful acres in Florence, South Carolina, the campus is centrally located within a few hours from Myrtle Beach, SC; Charleston, SC; Columbia, SC; and Charlotte, NC.

The Student Life Specialist and Student Ombudsman manages student activities and supports the mission of the University and the Division of Student Affairs by helping students. As a part-time Student Ombudsman, the specialist serves as a student advocate and assists students in maneuvering administrative processes.

The Student Life Specialist and Student Ombudsman reports to the Vice President for Student Affairs and is responsible for goal setting and budget preparation in addition to the following:

- Assists the Student Affairs Office in the design, development, and implementation of programs to provide leadership for the students and student organizations
- Serves as one of the advisors to the Student Organization President's Council
- Coordinates the student activities event calendar and fundraising requests
- Serves as an active and participative member of the Division of Student Affairs
- Available for weekend activities such as Freshman Move-In, Welcome Week, Student Organization Training, Student Leadership Conference, and Commencement
- Provides support for students as an advocate and interprets University policies and procedures as Student Ombudsman

Desired Start Date: May 2, 2016

State Requirements: A high school diploma. Related clerical experience may be substituted for a high school diploma.

FM Preferences: A high school diploma, prefer Bachelor's degree. The successful candidate will have a thorough knowledge of the policies and procedures affecting the assigned program area and the ability to establish and maintain effective working relationships with students, faculty, vendors, and state and federal employees.