Job Title: Director of Student Services  
Reports to: Executive Director  
Job Type: Part-time  

About Denver Family Institute  

Denver Family Institute (DFI) is a private, nonprofit organization that exists to strengthen relationships in our community through quality marriage and family therapy (MFT) training and services. The provision and continuous improvement of these services is the core mission of DFI. To achieve this mission, we provide marriage and family therapy training, consultation to community agencies, and relational therapy to families, couples, and individuals regardless of income. Our focus is on strength-based, systemic therapy, rooted in multicultural, social justice, and ethical principles and practices congruent with the values of our accrediting body and the Mission of the American Association of Marriage and Family Therapy.

At Denver Family Institute, we recognize the central importance of relationships in the well being of individuals, couples, families, and communities. Additionally, we honor the diversity in relationships and of individuals in our world. We welcome students, faculty and clients from all cultures, lifestyles, and backgrounds. We have a clear non-discrimination policy and commitment to social justice in our program. Denver Family Institute was established in 1982 and is a COAMFTE accredited program.

Position Overview:  
The Director of Student Services (DSS) is the primary support resource through the life-span of students in the two-year Marriage and Family Therapy (MFT) training program at Denver Family Institute (DFI). In addition to providing academic and professional support, this role serves the student body and DFI through academic advising, recruitment and admission, and collaboration with other administrative professionals and faculty in accomplishing the mission and vision of DFI.

Annual and ongoing responsibilities of the Director of Student Services role is as follows:  
  1. Student Recruitment and Admissions:  
      - Facilitate recruitment and admissions plan, from prospective student inquiries and activities, to admitted student onboarding, December through May.  
      - Assist with marketing and outreach  
      - Serve as the primary point of contact for all inquiries from prospective students related to the admissions process  
          - Organizing and leading 2-3 interview days each year  
          - Organizing and managing the recruitment volunteer team
○ Assist in the implementation of strategic partnership and recruitment of students, including attending internship fairs, holding DFI Information sessions, and working directly with schools and agencies

2. Student Support:
   ● Lead New Student Orientation, Onboarding, and Re-Orientation in collaboration with other administrative team members
   ● Provide academic advising and support to students throughout their two-year training program
   ● Facilitate two practicum courses each quarter (facilitated asynchronously)
   ● Creation and upkeep of student files
   ● Collaborate with Program Director in completing yearly supervision assignments
   ● Provide updates, key indicators, and other relevant student information to management and administrative personnel
   ● Assist bookkeeper with student invoicing throughout the academic year
   ● Participate and/or lead professional development committees or student case staffings where student issues are addressed

3. Registrar:
   ○ Fulfill transcript and certificate creation and requests for graduating and former students

4. Team, Culture, and Administrative Support
   ● Perform general administrative duties, such as email creation, listserv maintenance, and inbox monitoring
   ● Preserving institutional knowledge, updating SOPs, handbooks, etc.
   ● Assist and/or lead the planning of yearly events such as commencement, annual holiday party, community gatherings, and Capstone
   ● Create and electronically distribute a monthly community newsletter
   ● Attend weekly Admin meetings, all-faculty meetings, core faculty meetings, and the annual faculty and admin retreats

Skills & Qualifications:
● Earned graduate or professional degree in a field relevant to the position
● Two (2) years of post-graduate administrative and/or clinical experience
● Excellent administrative, time-management, and organizational skills, with the ability to multi-task and establish priorities
● Strong interpersonal and conflict resolution skills
● Excellent written and oral communication skills; Experience with public speaking, and comfortable making presentations

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• A facility for clear, concise, and honest representation of DFI through all forms of communication and in all forums
• Self-starter with the ability to strike a balance between autonomy and collaboration/teamwork with the admin team and other stakeholders
• Demonstrated commitment to anti-oppression, social justice, and equity
• Proficient computer and technological skills to work with technological platforms at DFI (ability to work in the Google ecosystem)
• Familiarity with social media platforms, Indeed, LinkedIn, MailChimp, Canva for student recruitment purposes
• Leadership skills to invite and sustain the confidence of faculty, staff, and students and to promote the credibility of DFI in the community at large
• Ability to engage in critical thought and analyze all types of quantitative and qualitative data into informational reports
• An eye for efficient systems and clear policies, and an eagerness to innovate and improve upon existing modes of operating
• Demonstrated ability to model appropriate professional, ethical and collaborative behaviors that engender trust and respect, consistent with the responsibilities of this position

Preferred Qualifications (in addition to the above):
• Previous experience as a Director of Student Services, Academic Advisor, or administrative role in higher education
• Holds a minimum of one license in: Marriage and Family Therapy (LMFT), Professional Counselor (LPC), or Clinical Social Worker (LCSW), or is eligible for licensure within a year from the date of hire
• Advanced computer and technological skills

Salary, Benefits, & Work Environment:
• The salary range for this position is $25,000-$29,000 annually for 20 hours/week (based on a full-time salary range of $50,000-$58,000 annually).
• The position is part-time, defined as 20 hours per week.
• The DSS will be offered the benefit of free office space at DFI's main location on S. Yosemite to see private practice clients.
• DFI offers generous paid time off in addition to closures for National Holidays and other breaks in the academic year.
• Admin team members are given full access to DFI's webinar series (both on-demand and live events) and a $200 annual Professional Development stipend
• The DSS role may be fulfilled using flexible scheduling and work hours, with the ability to conduct many duties remotely. The DSS should plan to be on-site at DFI's Denver office
approximately 50% of the time, with an emphasis on days and times that students are often on site (e.g.: Tuesday and Wednesday afternoons before class starts at 5 pm)

**Timeline & Start-Date:**
- The anticipated start date for this position is April 2024, starting with 5-10 hours per week of onboarding and building up to 20 hours/week. Start date is relatively flexible, however, it would be ideal for the new DSS to - at a minimum - be available to shadow the student interview day scheduled for April 19th, 2024 as a key onboarding activity.
- The goal is for the new DSS to be working at full capacity (20 hours/week) by the end of May 2024.

**To Apply:**
Candidates will submit the following to be considered for the position:
  - Letter of interest
  - Resume
  - List of three references (email address and telephone number), one of whom is/was an immediate supervisor who has firsthand knowledge of applicant's professional abilities (references will not be contacted without prior notification to candidates).

We will accept applications until this position is filled, however, applications received by February 15th will be given priority. Applications should be emailed to Emily Dorn at emilydorn@denverfamilyinstitute.org.