

## Chatham University

**Title:** Assistant Dean of Students, Student Success & Engagement

**Reports to:** Vice President of Student Affairs/Dean of Students

**Position Summary:** This full-time, 12-month, live-on position is responsible for providing leadership support to the Vice President of Student Affairs/Dean of Students in strategic development, planning, and implementation of policies and programs, coordination of divisional assessment, and the direct supervision for the areas of Student Engagement and Student Success while providing leadership and working collaboratively with Residence Life, Academic Affairs, Health Services, and the Counseling Center. This position needs to be highly visible, maintain strong connections and work successfully with students, faculty, staff, families, and external constituents. The Assistant Dean of Students must feel comfortable working in an evolving organizational framework with shifting responsibilities.

### Qualifications:

- A master's degree required (doctorate degree preferred) in higher education administration or related field with a minimum of six years of progressively responsible leadership experience in Student Affairs.
- Comprehensive understanding and appreciation and support of undergraduate and graduate student life at a small, private institution plus a commitment to improving the lives of students.
- A strong record of administration, management, and innovation, including experience in designing, implementing and assessing programs; strategic planning and effectiveness in organizational development and managing organizational change.
- A demonstrated commitment to equity, antiracism, and the ability to foster inclusive communities.
- Experience working with students, faculty, and staff to deliver collaborative initiatives, programmatic support, and offer advice and guidance that enhances student success and development.
- Excellent organizational, oral, written, and on-line communication skills.
- Effectiveness in budget planning and management
- Demonstrated knowledge and experiences with student development, assessment, counseling students, and resolution of student issues and crisis effectively.
- Excellent interpersonal skills, with special sensitivity to the needs of a diverse student population.

### Duties and Responsibilities:

- Oversee and manage the assessment for Student Affairs including, representing Student Affairs on the Institutional Assessment Committee; leading other Student Affairs departments to set objectives and plans to achieve assessments goals and develop evaluation tools to evaluate student affairs programs and services.
- Oversee and manage the Student Success Coach program:
  - Oversee the Success Coach Graduate Assistant program including the hiring, training and management of 12-16 students.
  - Coordinate the one credit, SDE 101: Strategies for Success in College course with Academic Affairs to promote student success and engagement. This involves overseeing the professional staff who serve as instructors and annually reviewing the curriculum.
  - Instruct up to two sections each fall and instruct the spring section.
  - Collaborate with campus partners, in particular Academic Affairs, to enhance the first-year experience and develop a comprehensive second year experience.
  - Serve on the Midterm Review Committee to support intervention efforts for students.
  - Regularly assess and provide strategic vision for the course and program.
- Chair and lead the New & Transfer Student Orientation program, including hiring Orientation Leaders, collaborating with campus constituents to offer programs to promote student success, and annually assessing the program. Oversee the spring orientation programs.

- Supervise the Coordinator of Student Success and support the Cougar Cares program to foster student retention and success. Actively meet with students to assist in navigating college life and supporting them in the resolution of barriers. Build relationships across campus to understand policies and procedures to foster student growth. Serve on the student case management team.
- Supervise the Director of Student Engagement and work closely with Student Engagement to integrate programs in a student success model.
- Serve as the dedicated staff for the Gateway students (adult learners) through advocacy and hosting occasional events to promote student connection.
- Serve as a Deputy Title IX Coordinator for Students and oversee proactive sexual respect programs, including Green Dot, annual training programs, It's on Us Week, and advising the Sexual Respect Committee.
- Work closely with Enrollment Management on Student Affairs involvement at large recruitment events, including New Student Registration Day, Visit Days, and Scholarship Interview Days.
- Work closely and collaboratively with others across campus with the goal of supporting a safe and vibrant community that challenges students to develop an awareness of their co-curricular needs in balance with their academic pursuits; a sense of personal responsibility and ethical standards; and the skills necessary to achieve their potential in all endeavors.
- Assist with the advisement of Chatham University Undergraduate Student Government.
- Serve on the administrative on-call response team and advise on student issues and crisis.
- Actively foster a campus climate that is welcoming and supportive of a diverse student body.
- Represent Student Affairs on university-wide committees and programs.
- Perform other duties and special projects as requested and assigned by the Vice President of Student Affairs/Dean of Students.