POSITION VACANCY

Assistant Dean of Student Affairs: Student Engagement

Westminster College, PA, is conducting a search for a full-time administrative position of Assistant Dean of Student Affairs: Student Engagement. Anticipated start date is July 1, 2018.

Qualifications:
Minimum requirements for the position are as follows: master’s degree in Student Affairs Administration, Higher Education Administration or related field. Two years of post-master’s degree full-time professional experience is required. Preference given to candidates with experience in student life programs. Professional experience in student leadership education. Excellent verbal and written communication skills.

Summary of Position:
The Assistant Dean is responsible for the overall direction of student life activities and organizations on the Westminster College campus. S/he also serves as a member of the Vice President for Student Affairs’ leadership team and is responsible for other duties pertaining to the administration of the Student Affairs division. There is a requirement for the individual in this position to reside in College owned housing adjacent to campus. Reports directly to the Assistant Vice President for Student Affairs.

The Assistant Dean will be responsible for the following tasks:

**Student Engagement:**
1. Assist in the management of the McKelvey Campus Center (room reservations, event management, maintain and support conference room and common areas, etc.) including direct administration and supervision of the Campus Center Management Team (student workers at the Information Desk, Club Room and event tech in Berlin Student Lounge).
2. Serve as primary advisor to all Greek organizations (Panhellenic Council & IFC). Facilitate recruitment, officer training, and the annual recognition ceremony. Coordinate Greek Week activities. Help maintain a harmonious relationship with the Greek community, the College and local New Wilmington community.
3. Coordinate, in partnership with Office of Alumni Relations, Student Government Association, student organizations, on all Homecoming activities. This includes, but not limited to, selection and activities for the homecoming court, the annual pep rally, student involvement in the homecoming parade, as well as other opportunities for student participation.
4. Advise the Campus Programming Council (CPC), assisting them in planning evening and weekend social programming for the student body. Accompany CPC to the National Association of Campus Activities national or regional conference, review and sign contracts, and oversee the CPC budget. Train and educate CPC leadership team in contract negotiation, event management, fiscal management, and assessment of campus programs.
5. Develop and market innovative programming weekly including weekend programs.
6. Attends student functions on a regular basis.

**Leadership Development:**
1. Assist with the College’s student leadership development program
2. Assist with the College’s orientation program

**Other Responsibilities:**
1. Serve as a judicial hearing officer as needed.
2. Serve as a member of various campus committees.
3. Serve on-call rotation for a week out of each month as part of the Student Affairs crisis team and as the first-responder to campus crises.
4. Perform all other duties as assigned by the Assistant Vice President for Student Affairs.

Interested individuals should submit a letter of interest, résumé, and the names, addresses, and telephone numbers of at least four professional references postmarked by May 11, 2018 to:

Mr. Carlos Lassiter, Vice President for Student Affairs
Westminster College
McKelvey Campus Center
New Wilmington, PA 16172

EOE