

Associate Dean of Student Affairs: Student Success and Inclusive Excellence
Job Description

The Associate Dean of Student Affairs: Student Success and Inclusive Excellence reports directly to the Vice President for Student Affairs/Dean of Students.

Role of the Associate Dean of Student Affairs

The Associate Dean of Student Affairs: Student Success and Inclusive Excellence will serve as a leading voice in matters pertaining to student success including, but not limited to orientation, leadership development, diversity and inclusion, international student support, and student life outside the classroom. Primary responsibilities will be to lead a comprehensive orientation and transition effort; to advance diversity, equity, and inclusion initiatives across all areas of the campus, and coordination of student leadership development programs. The Associate Dean will work in close collaboration with the VPSA to create and coordinate pathways for student support and success and will supervise the Director of Diversity and Inclusion and Assistant Director for Student Engagement.

Specific Responsibilities

1. Serve as a member of the Vice President for Student Affairs leadership team.
2. Oversee the strategic planning for diversity and inclusion, including data-driven development of plan goals, implementation of plan initiatives, monitoring of key indicators, and assessment. Regularly develop and conduct campus climate survey.
3. Supervise Director of Diversity and Inclusion whose primary responsibilities include: campus-wide diversity programs, advise Black Student Union and ALLIES, provide individual mentorship and support of minoritized students.
4. Supervise Assistant Director of Student Engagement whose primary responsibilities include: fraternity/sorority life, administration of student organizations, advising of the Campus Programming Council and Student Government Association, management of McKelvey Campus Center programming space and its work study program.
5. Serve as a campus resource by developing, conducting, and assessing cultural competency and diversity education workshops.
6. Organize and oversee, with assistance from the Assistant Director of Student Engagement, the orientation planning and programs. This includes matriculation processes, #WestminsterBound events, selection and training of orientation leaders, program planning and implementation, evaluation, budgeting, and the preparation of all publications. Supervise paid Orientation Student Coordinators.
7. Oversee the Leadership Development program, including Emerging Leaders and the Y2 Leadership program. Develop and assist with the assessment of a scaffolded, 4-year leadership curriculum.
8. Create clear pathways of support that extend beyond counseling, wellness, CARE, Office of Faith and Spirituality, and the Academic Success Center.
9. Teach one section of WST101 each fall semester, a one-credit course on the transition to College.

10. Conduct exit interviews with students withdrawing from the College and using relevant data to support retention efforts.
11. Conduct judicial hearings (review and investigate reported violations, prepare all correspondence regarding cases, conduct hearings, sanction violators).
12. Work with commuter students to address their concerns.
13. Work with international students to provide support and address their concerns.
14. Participate in evening and weekend work, as needed, to support the vitality of student programming on campus.
15. Serve on-call rotation for one week out of each month as part of the Student Affairs crisis team.
16. Complete other duties as prescribed by the Vice President for Student Affairs.

Requirements: Master's Degree. Strong theoretical and philosophical foundation in student development, first year orientation and transition, and student support; Strong written and oral communication skills; Demonstrated understanding of and commitment to issues of diversity and inclusion in higher education; Demonstrated intercultural knowledge and competence; Assessment and technology skills with SIS, databases, and interpreting data preferred.

To Apply: Please send a cover letter, resume, and the names and contact information for at least three professional references by email to vancegm@westminster.edu by no later than **January 3, 2020**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.