

NOTICE OF VACANCY

Position Title: Dean of Students

Salary: Dependent Upon Experience

Reports to: Vice President of Enrollment Management & Student Life (VPEMSL)

Benefits: Institutional fringe package includes pension plans, life, health, dental and vision insurance

Position Details: Full-time; FLSA Exempt

Hours: Monday-Friday; 8:00AM to 5:00PM

Start Date: Negotiable

Supervisory Duties: Will supervise full-time staff and undergraduate student employees.

Position Summary of Responsibilities:

Under the direction of the President and VPEMSL, the Dean of Students is responsible for creating and maintaining a safe, healthy, and supportive environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development of students in a holistic way.

The Dean of Students will work with administrators, directors, coordinators, and students to administer a comprehensive program of services including Residential Life, Student Life, Career Services, Student Wellness, College Code of Conduct/Student Disciplinary and Student Government Association. This role will also work with the Student Services staff, student groups and other members of the University community in developing extracurricular programming assuring integration with the academic life of the institution and encouraging student personal growth and development.

As a primary student advocate, the Dean of Students will work to establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership. The Dean of Students will provide leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug usage, student conduct and student residences. This role serves as a resource person, provides advisory services, and contributes to welfare of community through participation in areas of interest, and serves as advisor to the University President and VPEMSL concerning student services while adhering to the general

guidelines as specified by the College Policy Manual, the President, and the State Board of Education.

Essential Duties & Tasks:

- Manages areas that provide student and college-wide support services: Campus Housing and Residential Life, Health & Wellness, Career Services, Student Life and Student Conduct.
- Manages areas that provide student learning and development opportunities: Volunteerism, Student Activities, Intramurals and Recreation, New Student Orientation Programming and Student Leadership.
- Serves as chief student conduct officer for student and student organization behavior, including incidents occurring within campus residential facilities, on campus, and/or off campus. Oversees and directs student conduct and community standards and assures that all policies, procedures, and prevention efforts are consistent with best practices and are developmental in nature.
- Provides leadership in and is responsible for the development, implementation and evaluation of policies, procedures and regulations pertaining to student life, especially those related to alcohol and drug usage, student conduct and student housing. Oversees annual production of Student Handbook and other documents.
- Assure processes are in place to address student concerns and complaints as they relate to non-academic issues and that these concerns are addressed in a timely manner.
- Serves as co-chair of the Emergency Management committee. Responds to emergency and crisis situations, including coordination of communication with families as needed. In consultation with the VPMSL, coordinates the institution's comprehensive response to such situations and provides follow-up as needed. Provides consultation and serve as a referral resource for faculty, staff, students, parents, and families.
- Serves as chair of the University CARE team and the threat assessment committees and follows up on all student issues. Identifies and collaborates to develop appropriate outreach and services for vulnerable student populations.
- Provides oversight of three residence halls and supervises housing director. Assists in developing and implementing the training curriculum for housing staff. Creates housing reports as needed.
- Works with the Student Services staff, student groups and other members of the University community in developing extracurricular programming assuring integration with the academic life of the institution and encouraging student personal growth and development.
- Helps establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership.

- Oversees New Student Orientation, assisting with orientation curriculum development, Orientation Leader selection and conducting sessions during university orientation.
- Plans and coordinates annual leadership awards ceremonies, including the selection process for award recipients.
- Manages campus-wide day of service outreach to the local community.
- Coordinates a campus wide Wellness program for students, faculty, and staff. Prepares application for Healthy Campus recognition for the State Health Department.
- Provide timely and concise data collection and reports as needed and ensure that student information is managed appropriately in student database.
- Design and implement surveys to closely monitor effectiveness of services provided.
- Serves as a member of University's Administrative Council and Enrollment Management working group.
- Serves on various hiring committees for the University.
- Oversees and participates in university wide events, including residence hall openings, New Student Orientation, Welcome Week, Family Day, general student events, and others as appropriate.
- Manages parent/family programs and resources.
- Supports the goals of the University's mission, vision, and strategic plan.
- Represents the University internally and externally in student affairs, in areas such as:
 - Service on University committees.
 - Service on regional and national councils.
 - Service in community organizations.
- Performs other duties as assigned by the VPMSL.

Qualifications:

- Candidates must possess a M.Ed. or a related field as well as a minimum of 7 years of higher education experience with progressively increased responsibilities.
- A strong record of success as a supervisor, including but not limited to performance evaluation, professional development, setting individual goals, and assessment of performance effectiveness.
- Demonstrated effectiveness as a culturally competent professional with broad experience interacting with and supporting the needs of a diverse student population.
- A high level of collegiality in working with other student affairs units as well as campus and community constituencies along with the ability to build collaborative relationships characterized by mutual respect, trust, and commitment to shared goals. Integrity, creativity, energy, and decisiveness along with the capacity to engage and inspire others.

- Highly effective in all aspects of crisis management, including the ability to work collaboratively with others in managing crises.
- Excellence as a manager of complex organizational processes, heavy reliance on assessment data to inform decisions, superb supervision, and professional development skills.
- Effectiveness in setting priorities and deadlines to ensure project goal and objectives are met.
- Strong skills in developing and managing budgets.
- Sensitive, diplomatic, and highly articulate in written and verbal communications with all constituencies.
- Well-developed skills in assessing organizational effectiveness and identifying areas of strength as well as needs for improvement.

Education & Experience:

- Master's Degree in Adult and Higher Education, Human Resources, Social Work, or related
- Progressive experience in Student Affairs development, management, and supervision
- A minimum of 18 months experience supervising full-time staff, training, developing staff, and assessing educational programs.
- Knowledge of Ellucian, Slate, eRezlife, and/or similar tools, strongly preferred.

Skills & Abilities:

- Experience planning training schedules.
- Experience creating learning outcomes.
- Experience performing evaluation and assessment of training initiatives.
- Demonstrated knowledge of student success strategies
- Demonstrated ability to professionally interact and relate to individuals with diverse backgrounds, including the ability to effectively resolve complex or sensitive matters.
- Proven ability to lead a team, including proven success coaching team members to improve performance, and training team members on advancing student learning.
- Demonstrated ability to organize individual and teams to ensure operations are highly productive and meet or exceed business goals and the university's mission.
- Computer proficiency, including working knowledge of word processing, spreadsheets, and database software.

To Apply:

Complete the USAO application at (<https://usao.edu/about/personnel.html>), as well as submit a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu. You may also mail the requested documents to the Human Resources Office :

University of Science and Arts of Oklahoma
1727 W. Alabama, Chickasha, OK 73018-5322
ATTN: Human Resources Office/Troutt Hall/Room 218

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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