

## **Assistant Provost for Student Affairs/Dean of Students**

Vincennes University is pleased to announce its search for a highly energetic, dedicated and experienced Student Affairs professional to serve as Assistant Provost for Student Affairs/Dean of Students. As the senior leader in the Student Affairs division, the Assistant Provost will serve as a thought leader responsible for devising new and creative ways to integrate new students and support and retain existing students. The Assistant Provost is responsible for the leadership, coordination, evaluation, administration, and management of student services, programs, and activities and is a member of the Provost's senior management team. The Assistant Provost will report to the Provost of the University.

### **Primary Functions and Responsibilities**

Create a culture in the Student Affairs division that is collegial, welcoming and inclusive and operates with the highest standards of effectiveness and professionalism.

Supervise staff and services in the areas of student life, residential life, disability services, counseling services, student conduct, multi-cultural enrichment, career center/employer relations, and student recreation and fitness.

Mentor and nurture the individual and collective talents of the Student Affairs division.

Develop and implement policies pertaining to student life, residential life, and student conduct.

Work closely with the Provost, Provost Council and university-wide stakeholders to identify and promote strategic initiatives for student engagement, retention and quality education.

Collaborate on planning and budgeting for the student affairs division and the university.

Oversee diverse extra-curricular and co-curricular programming at the University.

Strategically coordinate and oversee academic probation, academic disqualification and student complaint processes using a continuous quality improvement approach.

Identify appropriate assessments for student services and student success.

### **The preferred candidate will have/be:**

Thorough knowledge and understanding of current and emerging trends relating to promising practices in student affairs and student success and a commitment to excellence.

An active, energetic and well-organized personality with a sense of humor and collegiality.

A leadership philosophy that emphasizes an environment of accountability, collegiality and open communication.

Strong decision-making skills that demonstrate a sense of fairness, sensitivity, compassion, and objectivity.

An ability to facilitate a campus culture and climate of inclusion, accessibility, belonging and authentic commitment to diversity, multiculturalism, and equality.

Personal and professional integrity in the highest degree.

**Required Qualifications:**

Master's degree in Higher Education Leadership, Student Personnel, Counseling or related field with 5-7 years of progressive full-time supervisory leadership experience in more than one area of student life.

**Terms of Employment:**

This position requires flexibility in scheduling to meet the needs of the department including travel, evening and weekend events.

**Starting Date:** May/June 2020

**Salary:** Commensurate with qualifications.

**Benefits:**

This position will be eligible for all benefits available to a full-time employee at Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

**How to Apply:**

Interested persons must submit the following:

1. Cover Letter that addresses the professional competencies and leadership attributes identified in the posting.
2. Resume or Curriculum Vitae
3. A list of five professional references that includes the following:
  - One individual who currently reports to or has reported directly to the applicant.
  - One individual who is or has been a colleague.
  - One individual to whom the applicant has directly reported.

Application materials should be submitted to Human Resources by email to [jobs@vinu.edu](mailto:jobs@vinu.edu) or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

This position is open until filled; however, full consideration will be given to all applications received by close of business on **Friday, February 7, 2020**.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

Vincennes University is an Equal Opportunity and Affirmative Action Employer