

Dean of Students

Description:

Vincennes University is pleased to announce its search for a highly energetic, dedicated and experienced Student Affairs professional to serve as Dean of Students. The Dean of Students works cooperatively with the Assistant Provost for Student Affairs to create and maintain a positive campus environment. The Dean of Students provides direction and supervision to the Student Affairs offices that contribute to the educational goals of the institution, enhance student learning outside of the classroom and promote awareness of the world they live in. The Dean of Students will report to the Assistant Provost for Student Affairs.

Primary Duties & Responsibilities:

- Contribute to a culture in the Student Affairs division that is collegial, welcoming and inclusive and operates with the highest standards of effectiveness and professionalism.
- Responsible for communication to students regarding University policies, announcements, and reminders.
- Work with Deans, faculty and other staff to advocate for students, providing support and encouragement as they work to achieve their academic, social and professional development goals.
- Establish a working relationship with University Police, Admissions, Financial Services, Information Technology (IT), Academic Affairs, and other department as appropriate.
- Oversee the judicial affairs process on the Vincennes campus and provide support for other campuses including one student conduct officer and a hearing board.
- With assistance from the Student Conduct Officer, selects and trains members for the hearing and appeals board.
- Provide supervision and mentorship for five direct reports.
- Work closely with the Assistant Provost for Student Affairs 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.
- Coordinate Honors Convocation every Spring.
- Provide assistance with Commencement each semester.
- Oversee academic probation, academic disqualification and other academic processes using a continuous quality improvement approach.
- Provide oversight of assigned procedures relative to the University attendance policy and withdrawals.
- Build visibility and relationships with students in the campus community through direct involvement with students at Residence Hall programming, evening and weekend activities, student organization meetings, recreational sports and the dining center.
- Chairs the CARE team.
- Serves on the Diversity, Equity, and Inclusion Committee, TAPS committee, Retention committee, and other committees as needed.
- Attends regional, state, and/or national professional conferences to stay informed of best practices within Student Affairs.

Qualifications:

- Master's degree in Higher Education Leadership, Student Personnel, Student Affairs and Higher Education, Counseling, or related field.
- 5 years of progressive full-time leadership experience in more than 1 area of student life.
- Thorough knowledge and understanding of current and emerging trends relating to promising practices in student affairs and student success and a commitment to excellence
- Previous experience with the student conduct experience.
- 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.

Preferred Qualifications:

- Working knowledge of Title IX processes and hearings
- Experience with 2 year Universities
- Familiar with Banner and Maxient

Benefits:

Competitive benefits package including health insurance, 16 paid holidays, tax-deferred retirement contributions, vacation, and sick leave. More information can be found by visiting the Benefits page of the VU website: <https://www.vinu.edu/web/human-resources/welcome>

How to Apply:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. Title Format:

LastName_FirstInitial_JobTitle to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. 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 Affirmative Action Equal Opportunity Employer