POSITION ANNOUNCEMENT
April 28, 2016

DEAN OF STUDENTS

The University of Rio Grande/Rio Grande Community College invites qualified applications for Dean of Students. Reporting to the Vice President of Student & Administrative Affairs, this full-time administrative (salary) position oversees and provides leadership to the student support areas of the institution including: Health Services, Accessibility Services, Housing and Resident Life, Student Activities and Engagement, Student Organizations and Student Government. This highly visible campus leader actively collaborates with other members of the division, faculty and staff to create rich learning opportunities that integrate academic experiences with life outside the classroom, and plans, implements and assesses student development efforts by linking initiatives to the broader Rio mission.

ESSENTIAL DUTIES:
- Develops and implements strategies that enhance student affairs programs, student success, retention and a vibrant student life to complement the academic experience.
- Works collaboratively with others across campus to assess, evaluate and plan retention initiatives and opportunities to enhance student engagement.
- Counsels and advises students who are having academic, behavioral or other challenges;
- Oversees the Student Code of Conduct and adjudication process and educational initiatives promoting civility;
- Works closely with faculty, academic deans, residential life staff and convenes the Threat Response Team and facilitates interventions for conduct in academic and residential environments.
- Participates in administrative responses to students' health and safety incidents; responds to campus emergencies during the normal business day, at night and on weekends;
- Serves as the primary student advocate and oversees student discipline and enforcement of the Student Code of Conduct.
- Oversees personnel issues including hiring, coaching, mentoring and evaluation of direct reports.
- Oversees budgets of the departmental areas under direct purview.
- Serves as a resource to students, faculty, staff and parents regarding campus policies and Student Conduct Code system.
- Chairs the Threat Assessment Team and Student Life & Enrollment Committee
- Serves as member of President’s Administrative Council
- Possesses and evaluates the “value added” services for student retention.
- Provides departmental oversight of summer camp operations

MINIMUM QUALIFICATIONS:
- Master’s Degree in student development, college student personnel, counseling or a related field of study.
- Seven (7) - ten (10) years of progressive college student affairs experience with at least three (3) years at the director level or above.
- Direct experience in student grievance resolution and student judicial affairs.
- Demonstrated success collaborating with faculty, nurturing student development, and cultivating campus initiatives.
- Demonstrated leadership skills; and the maturity to make wise choices in ambiguous situations.
• Considerable knowledge of current issues and trends in student affairs programs and services.
• Demonstrated ability to respond effectively to the most sensitive inquiries or complaints.
• Possess a collaborative leadership style to work collegially with faculty, students, peers, volunteers, and community leaders.
• Ability to manage in a style that is imaginative, decisive, innovative and proactive while remaining collegial, consultative, and open.
• Excellent communication skills with demonstrated ability to communicate with diverse populations.
• Ability to work with university students from diverse backgrounds.
• Knowledge of student learning outcomes development and assessment.
• Knowledge of student due process policies/procedures; and knowledge of state and federal laws that govern university student services.
• Willingness to work evenings, weekends or as needed

PREFERRED QUALIFICATION:
• Doctorate degree in student development, college student personnel, counseling or a related field of study

APPLICATION INSTRUCTIONS:
Qualified applicants must send a cover letter detailing their interest and qualifications, updated resume, and the names and contact information of at least three professional references to:

   Mr. Chris Nourse  
   Director of Human Resources  
   Email: HR@rio.edu  
   Fax: 740.245.5266

Applications are being accepted immediately. The position is open until filled. Official transcripts and background check required before hire.

The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship. Rio’s main campus is nestled in the rolling hills of southeastern Ohio, and is adjacent to the original Bob Evans Farms and Homestead in Rio Grande. Rio is an Equal Opportunity & Affirmative Action Employer