

Indiana State University  
Division of Student Affairs  
Dean of Students  
Position Description

The Dean of Students coordinates the administration of the Dean of Students Office for Indiana State University, serves as an advocate for students, and shares information with students, colleagues, and other interested parties that promote student success, retention, and graduation. This position reports directly to the VPSA and serves on the division's Senior Leadership Team. With other members of the Vice President for Student Affairs Senior Leadership Team, the Dean of Students creates a culture of learning and engagement for ISU students by applying student development theories and learning outcomes that promote students' academic and personal success, thereby increasing student satisfaction and student retention. This position directly supervises and has oversight for the following areas: African American Cultural Center, Associate Dean of Students/Ombudsman, Multicultural Services & Programs, Asst. Dean of Students/Student Advocacy, Student Counseling Center, and Student Conduct & Integrity.

Duties and Responsibilities:

- Provide direction and supervision of the units and directors within the Dean of Students Office.
- Develop key collaborative relationships with campus administrative areas, faculty, and campus and community leaders to enhance planning and implementing strategic initiatives, resolving issues, and responding to crisis incidents.
- Coordinate Student Affairs response to major crisis and other unusual events impacting students within the University Community.
- Provide direction and intervention for students in crisis and non-crisis including intervening with mental health staff, providing victim advocacy, and working with staff and students affected by the crisis.
- Serve as chair of the Student Affairs Behavioral Assessment Team.
- Provide leadership and guidance in analysis, review, creation and interpretation of student policies and procedures.
- Serve as a resource to University faculty and staff in dealing with students' disruptive behavior within and outside the classroom.
- Develop strategies for promoting student engagement and learning in collaboration with Academic Affairs.
- Communicate effectively with students and other stakeholders.
- Foster an inclusive University community and promote equity for all students.

- Oversee outreach to diverse student populations to support institutional diversity and inclusion goals.
- Support the goals of the University's mission, vision and strategic plan.

Represent the University internally and externally in student affairs, in areas such as:

- Service on University committees
- Service on regional or national councils
- Service in community organizations.

Perform other duties as assigned by the Vice President for Student Affairs.

Qualifications:

- Candidates must possess a Ph.D. or Ed.D. or ABD in higher education or a related field as well as a minimum of ten 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.

**Salary is commensurate with experience.**

**The first review of applications will begin October 19, 2015 and will remain open until filled.**

**More information on this position can be found at <https://jobs.indstate.edu/postings/8690>**