



JOB DESCRIPTION

TITLE: Dean of Students
REPORTS TO: Provost
DEPARTMENT: Academic Affairs
SUPERVISES: Student Life Coordinators, Orientation Leaders
STATUS: Full-Time
CLASSIFICATION: Exempt

SALARY RANGE:

\$70,000 - \$75,000

MISSION STATEMENT: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

OUR CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

The Dean of Students plays a critical role in fostering a vibrant and inclusive student community as well as promoting whole student development at Villa Maria College. A member of the Academic Affairs leadership team, the Dean of Students will contribute to the College’s strategic plan by developing and implementing initiatives and policy, processes and procedures for matters directly affecting students. The Dean of Students will support student well-being and success by planning and developing co-curricular activities with academics, student life events, and effectively managing the activities of the Office of Student Life. The Dean of Students will also serve as the chief conduct officer at the College and serve as one of the Title IX Coordinators on campus, and must possess the skillset, ability and desire to work with the daily lives of students.

ESSENTIAL RESPONSIBILITIES:

- Oversee the office of Student Life.
- Identify and implement new initiatives to enhance the Villa Maria College student experience and foster student belonging using assessment and data-informed strategies.

- Partner with faculty and staff across the College to develop and implement co-curricular initiatives that promote student engagement, leadership development, and foster a sense of belonging.
- Cultivate strong relationships with student leaders and organizations, serving as a resource and advocate.
- Oversee and support development of student clubs and organizations as well as supporting collaborations with Athletics.
- Attend campus events and activities on a regular basis and maintain a visible presence in student life.
- Develop and implement activities at the colleges' housing partner Collegiate Village, to foster student cohesion and serve as the housing liaison.
- Act as chief conduct officer at the college, overseeing and directing conduct processes.
- Serve as lead in Title IX coordinator functions.
- Lead Care Team and collaborate with staff to support students in need or in crisis.
- Administer institutional and programmatic health record compliance including submitting annual report, evaluating, and implementing procedures.
- Oversee the College's response to health crises as needed, including contact tracing.
- Maintain of student health records and safety protocols.
- Manage and lead all related student handbook and policy updates annually.
- Manage all aspects of students' return to campus in the fall and spring, including organizing new student orientations, recruiting, training, and supervising orientation leaders.
- Collaborate with Academic Affairs, Admissions, and other campus offices to plan and coordinate the execution of events throughout the year.
- Oversee the leadership and mentorship programs.
- Develop and manage budgets for the Student Life Office.
- Serve on committees of the College as needed.
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Master's degree required in Student Affairs, Student Personnel Administration, Higher Education, or other closely related field.
- Minimum of 5 years of experience in higher education setting, student life, orientation, leadership programming, residence life, or other related field.
- Current knowledge in student development theory, best practices in student engagement and student conduct, higher ed legal matters especially as they relate to students, and Title IX compliance.
- Demonstrated excellent helping and counseling skills.
- Proficiency with computer, internet, web-based technology, and social media.
- Excellent written and oral communication skills including presentation and facilitation skills.
- Experience working in a small, private, liberal arts institution with traditional and non- traditional aged students is preferred.
- Demonstrated ability in coordinating programs with other college departments.
- Ability to assist in institutional recruitment and retention efforts.

WORK ENVIRONMENT:

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully

functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.