

Warren Wilson College
Position Description

POSITION TITLE: Dean of Students

DEPARTMENT: Student Life

REPORTS TO: President

POSITION SUMMARY:

The Dean of Students is responsible for policy development, administration, supervision of staff, budget development and oversight, program planning and implementation, and assessment for the Student Life Division. These responsibilities are carried out within the context of the Warren Wilson Triad approach to education - academics, work, and service, operating within a shared governance process, and with direct and daily interaction with students.

GENERAL FUNCTION:

The Dean of Students oversees the Student Life Division, serves on the College's senior leadership team – the President's Advisory Council, and is responsible for the management and direction of the following programs and services: Academic Support Services, Athletics, Counseling Center, Health Center, Multicultural Affairs, Outdoor Programs, Residence Life and Housing, RISE Project, Spiritual Life, Student Activities, and Wellness Program. The Dean is committed to the mission of the College and its students.

SPECIFIC RESPONSIBILITIES:

1. Participates with other senior staff in institutional planning, policy development, and problem solving, and provides leadership in emergency response.
2. Works actively to improve retention of students and enhance First-Year Student programs.
3. Develops, implements, administers, and evaluates programs, policies, staff, and budgets necessary to accomplish the mission, goals, and objectives of this division and the College.
4. Enhances the educational experience through the development and implementation of policies and programs which promote the personal growth and development of students including addressing campus culture related to substance use.
5. Develops a competent, productive, and effective division staff by supervising, directly and through delegation, administrative, professional, and student support personnel.
6. Works with the Assistant Dean and area coordinators to develop and facilitate programming and training of Residence Life staff.
7. Develops effective student organizations and leadership through close interaction with the student body.
8. Serves as advisor to Student Caucus (student government) and work supervisor for Caucus co-conveners.
9. Implements and enforces policies and college regulations which pertain to campus life and the Student Life division, maintaining a close working relationship with public safety.
10. Facilitates the Student Life judicial system.
11. Advises Administrative Council, faculty, staff, parents, Board of Trustees, and Alumni Board on issues relating to Student Life and the division's activities.
12. Provides leadership for the planning and implementation of New Student Orientation and with the Advancement Office coordinates Family Weekend.
13. Responds to student concerns, facilitating referrals to other staff and offices when appropriate.
14. Keeps informed on trends in higher education and legal issues that relate to student life. Participates in relevant professional associations and conferences.
15. Participates fully in campus shared governance structure. Serves on committees and task forces, including the Institutional Assessment Committee, the First Year Experience, the Big Marketing Group and the Climate Action Team.
16. Chairs the Diversity Task Force.
17. Chairs and coordinates the activities and records of the Early Support Team.
18. Works with staff and students to integrate the college's sustainability goals into student life.
19. Provides leadership in working with public safety, the counseling center, the health center and parents in student crisis situations.
20. Work with Triad Deans to fully integrate the Triad into students' experience.

WORKING CONDITIONS:

1. Office environment
2. Required to live in campus housing
3. Frequent weekend and evening commitments

QUALIFICATIONS:

1. Candidates must possess a master's degree, preferably in a field related to work in Student Affairs
2. Significant experience in student development administration
3. Ability to establish priorities; to develop, plan and implement short- and long-term goals; and to evaluate staff and programs
4. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies
5. Demonstrated leadership and supervisory skills