

**University of San Francisco
Office of the Vice President
Division of University Life**

POSITION TITLE: Dean of Students and Associate Vice President for University Life

SUPERVISOR: Vice President for University Life

FTE: 1.0 (12 month appointment)

GENERAL SCOPE OF POSITION:

Reporting directly to the Vice President for University Life, the Dean of Students and Associate Vice President for University Life oversees and coordinates the efforts of Residence Life, Public Safety, Counseling Center, and the Assistant Dean of Students (including student conduct) and serves as a front-line student advocate. The Dean works closely with faculty constituents and other administrators to impact student success through services, retention initiatives, and integrated learning opportunities. The Dean provides leadership to promote a USF Jesuit education by creating a learning atmosphere that nurtures among students a faith that does justice.

ACCOUNTABILITY:

As a designated member of the *Core Team* in University Life is accountable for:

- Providing leadership for the Division by defining and implementing a shared mission, vision and set of operational values for University Life
- Manifesting the Mission, Vision, and Values of the University
- Advancing the University's Strategic Priorities through establishing and animating Divisional Strategic Priorities
- Staying centered on and present to students and developing Divisional leadership to do the same

As part of the larger staff in University Life, the Dean of Students collaborates and cooperates across divisions and departments to create a supportive University community that encourages student learning and development in the Jesuit Catholic tradition and commits to:

- Promoting a common good that includes the needs of all students
- Engaging differences in a manner that allows students to learn from the diversity of perspectives, experiences and traditions that exist within the University community
- Providing experiences that challenge students to develop spiritually, intellectually, emotionally, physically, socially, culturally and morally in order to prepare them to contribute to the University community

- Drawing out the leadership qualities inherent in every individual, and to providing opportunities for students to apply knowledge and skills
- Creating an environment that supports a socially responsible way of being together in community
- Recognizing and celebrating the achievements and contributions of all students

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and supervise the Director of the Counseling Center, Director of Residence Life, Director of Public Safety, Assistant Dean of Students (including student conduct) and co-supervise the Director of Living-Learning Communities. Supervise an Administrative Assistant. Develop a collective team to foster a divisional culture of service and response that promotes student and staff success and satisfaction.
- Supervisory responsibility for an expense budget for Residence Life of \$7.5 million and a revenue budget of \$15.5 million.
- Supervisory responsibility for an expense budget for Public Safety of \$2.5 million and a revenue budget of \$500,000.
- Serve as designated point person for responding to a myriad of issues and concerns from students, staff, faculty, families, alumni, and other external constituents related to student development and success. Provide appropriate consultation to campus constituents and colleagues as needed. Develop and maintain strong relationship with student leaders and organizations.
- Oversee all processes related to student crisis interventions and coordinate the Division's response to student emergency situations. Educate the university community around issues of student conduct and behavior and its alignment with the University's core values.
- Design intentional services and programs to assure student success and guide university-wide retention efforts in collaboration with academic Colleges and Schools, Division of Academic Services, the Associate Provost for Diversity, and the Associate Deans Council.
- Create learning outcomes and an assessment plan for supervised units and student retention and response programs.
- Provide leadership for student development components of Residential Living Communities to impact holistic and integrated learning experiences.
- Serve as liaison with Dining Services.

- Represent the Vice President in her/his absence.
- Analyze, review and create strategic plans or projects requested by the Vice President.
- Represent the Division at university events related to orientation, admissions, student programs, alumni and athletic events.
- Participate on or chair committees, task forces, and boards as requested by the Vice President.
- Perform other duties as assigned.

QUALIFICATIONS:

Earned doctorate required. Possess an understanding of and commitment to the Jesuit, catholic mission and the values of social justice, social responsibility, and service for the common good. Minimum of five years of senior-level management experience in student affairs. Experience working effectively with diverse college student populations in an urban, multicultural environment. Solid analytical skills and knowledge of current assessment and evaluation practices. Strong interpersonal skills to provide direction in promoting and maintaining collaborative relationships with campus constituencies.

REVIEW OF APPLICATIONS:

To apply, complete an online application at www.usfjobs.com and attach a resume and cover letter as well as the names and addresses of three references. Cover letters may be addressed to: Human Resources Office, 2130 Fulton Street, San Francisco, CA 94117. For best consideration, apply by September 14th.

SJG – The Spelman & Johnson Group is assisting the University of San Francisco with this search. For confidential inquiries and additional information about this position please contact Valerie Szymkowicz at 413-529-2895 or via email at vbs@spelmanandjohnson.com.

The University of San Francisco is a Jesuit Catholic university founded in 1855 to educate leaders who will fashion a more humane and just world. Candidates should demonstrate a commitment to work in a culturally diverse environment and to contribute to the mission of the University.

USF is an Equal Opportunity Employer dedicated to affirmative action and to excellence through diversity. The University provides reasonable accommodations to qualified applicants with disabilities upon request.

“EDUCATING MINDS AND HEARTS TO CHANGE THE WORLD”