



**MOUNT ST. MARY'S UNIVERSITY
DIVISION OF STUDENT LIFE**

**ASSISTANT DEAN OF STUDENTS
AND DIRECTOR OF THE CENTER FOR STUDENT DIVERSITY**

ABOUT MOUNT ST. MARY'S UNIVERSITY

Mount St. Mary's University is a dynamic, Catholic, liberal arts university with over 2,000 undergraduate and graduate students. As a Catholic university, Mount St. Mary's graduates ethical leaders who are inspired by a passion for learning and lead lives of significance in service to God and others. The University has a strong institutional commitment to pluralism in its educational programs and employment practices; we actively seek and welcome applications from candidates with exceptional qualifications, particularly those with demonstrable commitment to Catholic social teaching. The Mount is relentlessly committed to student success, and is building a reputation as a world-class Catholic higher education institution where the Church engages the world in dialogue about the Truth.

Mount St. Mary's University has a rich history of caring for the physical, emotional and spiritual needs of its students. We have been blessed over the years with many opportunities to serve Catholic and non-Catholic students, rooted in our commitment to religious liberty and the dignity of every human being as a child of God. Successful candidates are invited to join our efforts to make Mount St. Mary's University an even more inviting place to encounter the grace, healing and love of God, under the watchful protection of the Blessed Virgin Mary!

GENERAL POSITION DESCRIPTION

Mount St. Mary's University is eager to serve an increasingly diverse student body and to better articulate the value of diversity as rooted in our mission as a Catholic, liberal arts university. To that end, the University is searching for an enthusiastic and dynamic individual to serve as Assistant Dean of Students and Director of the Center for Student Diversity.

This position is in the division of Student Life and is a crucial resource for the development of students of color and other underrepresented populations on campus. In addition to event programming, this office will actively enhance diversity and intercultural understanding among the entire University community. This office is responsible for the daily operations of the Center for Student Diversity, reports to the Vice President for Student Life, and contributes to efforts related to student retention and overall diversity and inclusion connected to the University's Strategic Plan.

GENERAL RESPONSIBILITIES

- Develop and promote co-curricular initiatives and programs to enhance racial and cultural understanding

- Promote the integration and participation of students of color and other underrepresented populations into campus life
- Establish programs and services to recruit, assist, retain, empower and promote the success of students of color and other underrepresented populations on campus
- Collaborate with the Office of Admissions, the Faculty, Campus Ministry, and the greater campus community to enhance development opportunities and to respond to recruitment and retention issues for students of color and other underrepresented populations
- Help articulate the value of diversity in terms integral to our Catholic mission, rooted in the intrinsic dignity of each person as a child of God, made in the image of God.
- Seek opportunities to learn about, support and draw on central themes of our integrated liberal arts core curriculum.
- Facilitate activities, programs, and campus-wide dialogue to promote an appreciation of diversity.
- Oversee the recruitment, hiring, training and evaluation of an Assistant Director, as well as student assistants.
- Build partnerships with the local community to enhance the appreciation of diversity
- Prepare, present, and oversee annual budgets related to the office.
- Maintain and conduct adequate and accurate assessments of office productivity and effectiveness.
- Develop appropriate communication to keep students informed of scholarship, internship or other educational opportunities.
- Serve as an advocate for students, and share information with students, colleagues, and other interested parties that promote student success, retention, and graduation.
- Create, implement, and evaluate marketing plans for the office.
- Enhance educational initiatives and cross-cultural training during New Student Orientation, Student Government Training and Resident Assistant training, etc.
- Maintain accurate records of students, staff, administrators, and faculty participating in Diversity initiatives and programs.
- Supervise the assistant director of the Center for Student Diversity.
- Assist in the implementation and execution of a Catholic Restorative Justice program in response to student conduct and behavior.
- Serve on various campus committees and councils to represent the interest of the Division of Student Affairs.
- Respond to individual student and campus crises.
- Design and execute strategy as it relates to the University's strategic plan and goals connected to enhancing diversity and inclusion among the student population, and integrating our Catholic mission across the university.
- Assume responsibility for other special projects as assigned by the Dean of Students or his/her designee.
- Serve as backup to the Dean of Students, and the Vice President for Student Life in their absence.
- Complete other duties and responsibilities as assigned by the Vice President for Student Life.

MINIMUM QUALIFICATIONS

The successful candidate will have a demonstrated commitment to the Catholic, liberal arts mission of the University. Applicants should possess a Master's degree in a relevant field and have a proven record of success in higher education diversity leadership and/or administration. Strong computer skills, written and oral skills, and an ability to multitask is required. Experience in experiential training and facilitation is preferred, and willingness to work with faculty and integrate programming with curricular priorities is expected.

SALARY

This is a full-time position with full benefits and annual, holiday, and sick leave. Competitive salary commensurate to experience.

Applications accepted immediately. The position will remain open until filled, but to ensure full consideration please submit by January 31, 2019 a resume, three letters of recommendation, and a cover letter which responds to the position description by specifically addressing at least one of the following questions: How would you contribute to the mission of a Catholic university? How do you understand the distinctive contributions of Catholic social teaching to the promotion of diversity on a college campus? How does your own faith background inform your sense of professional vocation? Application material should be addressed to Dr. Bernard Franklin, Vice President of Student Life at Mount St. Mary's University, 16300 Old Emmitsburg, MD 21727.

EOE.