



MOUNT ST. MARY'S UNIVERSITY DIVISION OF STUDENT LIFE

DEAN OF STUDENTS

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 welcoming 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!

Position Description

The Dean of Students reports to the Vice President for Student Life and serves as chief deputy in all matters of student life. Reporting to the Dean are the offices of Residence Life, Campus Activities, Outdoor Adventures, and Campus Recreation. The Dean is also responsible for the development and implementation of our Catholic Restorative Justice program in response to student conduct and behavior. The Dean will provide support to commuter students as well. The Dean is part of the student life crisis and emergency team.

The Dean of Students works with the Vice President of Student Life in responding to the varied needs of students outside of the daily classroom routine. As a professional educator, the Dean of Students understands and responds to the challenges presented by today's diverse student population. The Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. The Dean of Students works cooperatively with the student life division staff to ensure and maintain a positive student life culture. The pluralistic student body is approximately 40% from non-majority backgrounds. We seek an individual who has successful experience in working with culturally diverse families and communities. While the Dean of Student's work primarily is with non-academic issues, this office will support the VP for Student

Life in developing initiatives that might include encouraging academic success and monitoring students who are struggling in classes. They could also provide advice regarding degree and distribution requirements. The Dean will manage the office budget and develop office policies regarding student life program development.

GENERAL DESCRIPTION

The dean of students coordinates the administration of the Dean of Students Office, serves as an advocate for students, and shares information with students, colleagues, and other interested parties that promote student success, retention, and graduation. The overall charge is to evaluate and enhance campus life.

The position requires a demonstrated commitment to the Catholic, liberal arts mission of the University. The successful candidate will possess a Master's degree and have a proven record of extraordinary success and change management in student life areas and higher education leadership and/or administration.

The Dean of Students is the leader responsible for developing the Restorative Justice program in keeping with a Catholic Social Thought and Restorative Justice framework.

This is an administrative position responsible for providing leadership and management for the student services division, as well as creating and encouraging teamwork and collaboration among divisional staff and within the Mount community. The Dean participates and engages in strategic planning and promotes creative ideas that enable the Student Life Division and the University to be more productive, efficient, and continuously improve services. The Dean is expected to hold and promote the attitude of relentless pursuit of student success, that the purpose of the University is to enable students to live significant lives, and to utilize the authority of the position to enable this success.

SPECIFIC DUTIES:

1. Supervise Residence Life, Campus Activities, Outdoor Adventures, and Campus Recreation.
 - a. Create and maintain a structure for assessment within areas of management.
 - b. Serve as a visible presence at University events, student programs, and community activities;
 - c. Develop, coordinate, implement and evaluate policies and procedures relative to all student activities, in conjunction with the Vice President
 - d. Oversee annual production of Student Handbook/Code of Student Conduct and other documents.
 - e. Develop and maintain budgets for areas of responsibility.
 - f. Serve as a student advocate and voice for student needs and concerns.
 - g. Other duties as assigned by the Vice President.
2. Represent the interests and resources of Student Life in a variety of University contexts (e.g. enrollment management, budget, risk management, student life) with students, and, as appropriate, parents.
 - a. Partner effectively with faculty and staff to develop opportunities for experiential

- learning in Student Affairs; oversees student engagement in these experiences, where appropriate; and facilitates student reflection and learning.
- b. Collaborate with the vice presidents, provost, deans and other staff to promote and implement the strategic direction set for University, and in particular on those directions created in the strategic plan for student persistence and retention, academic success, spiritual development and life on campus, and student wellness overall.
 - c. Collaborate with administrators, staff and students on various committees including, but not limited to: Mount Council, Enrollment Management, and other university and Student Life committees, as appointed.
 - d. Assist and participate in Admissions programs.
 - e. Communicate with offices of Physical Plant, Public Safety, Learning Services, Registrar's Office, Admissions, the Center for Student Diversity, Human Resources, Accounting and Finance Office, and Conferences/Special Programs.
 - f. Serve as a key staff member in Title IX matters including participating in hearings, meetings and/or investigations as appropriate.
 - g. Coordinate university team associated with the Mount's alcohol abuse prevention efforts.
 - h. Serve on the University emergency On-Call team.
 - i. Represent university through service and leadership in community, regional, and national organizations.
 - j. Other duties as assigned by the Vice President.

Required skills and minimum qualifications

The successful applicant will have:

1. A commitment to support and enhance the Catholic identity of the University.
2. A commitment to support and enhance an inclusive University community, and comfort and experience working with diverse populations.
3. Master's degree and 7-10 years progressive responsibility in Student Life, or relevant experience in a related department or discipline.
4. Exceptional leadership skills and ability to lead a collaborative team.
5. Diplomacy skills, including savvy, tact, courage of convictions, commitment to education and to the community, and a high tolerance for ambiguity.
6. Familiarity with the organization and function of educational administration and be well versed in higher education policy, procedure and regulations, including Title IX matters.
7. Excellent organizational and planning skills.
8. Skill in fostering team building and the ability to engage and motivate the full talents of a diverse staff.
9. Ability to budget, manage and allocate funds fairly and effectively.
10. Demonstrated ability to communicate clearly and effectively, in writing, in personal conversation, and in group presentations.

11. Ability to establish trusting and respectful relationships with students.
12. Proficiency in Microsoft Office Suite and budgeting software.
13. Ability to maintain professional but friendly demeanor at all times, including ability to remain calm and patient in stressful situations such as disciplinary hearings.
14. Ability to work well with a variety of different individuals and age levels.
15. Knowledge of mental health conditions and ability to engage in emergency situations.
16. Comfort with efficient multitasking.
17. Detailed familiarity with school code of conduct.
18. Ability to work a flexible schedule that includes evening, weekend, and "on call" assignments.
19. Ability to teach postsecondary career courses and facilitate professional development workshops; college level teaching experience is desirable.

Salary is competitive and commensurate with experience.

Applications accepted immediately. The position will remain open until filled, but to ensure full consideration please submit by January 31, 2019 a resume, including name and contact information for three professional references, 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 challenges of student life administration? 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 Rd., Emmitsburg, MD 21727.

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