

UNIVERSITY OF THE PACIFIC
ASSOCIATE VICE PRESIDENT FOR STUDENT LIFE/DEAN OF STUDENTS
JOB DESCRIPTION

PRIMARY PURPOSE OR RESPONSIBILITY:

The Dean of Students provides leadership and administrative direction for Student Life services and programs that complement and enhance the mission of the University and the Division of Student Life. The Dean of Students also serves as a leader in collaborative efforts with other areas of the University, particularly the Academic Division and including co-chairing of the 1st Year Experience and leadership of the graduate program in Student Affairs. He or she contributes significantly to strategic planning, facility and budget management, staff supervision, and the development of a safe, healthy, inclusive learning environment for the Pacific community

ESSENTIAL FUNCTIONS:

1. Responsible for administrative and programmatic oversight and coordination of the following units, departments, and offices: Student Support Services, Conduct & Community Standards, Housing and Residential Life, Dining Services, Educational Equity Programs, Multicultural Center, Women's Resource Center, New Student and Family Programs, and 1st Year Experience.
2. 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
3. Serves on Student Life Leadership Team and leads Division of Student Life in the Vice-Presidents absence.
4. Collaborate with the vice presidents, provosts, deans and other staff to promote and implement the strategic direction set for University, and in particular on those directions that will be created in the strategic plan for student persistence and retention, academic success, spiritual development and life on campus, and student wellness overall.
5. Coordinate university team and academic course associated with Pacific's alcohol prevention efforts.
6. Co-lead Student Life collaborative learning outcome assessment planning, strategy, and implementation.
7. Lead and direct development and implementation of policies, procedures, and programs to provide efficient and effective services that support the University mission, and particularly the ongoing development of the University's mind-body-spirit wellness initiative.
8. 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. Provide consultation and support to those departments concerned with Student Life and/or program related issues.
 - b. Ensure appropriate mechanisms and programs are in place to provide necessary and appropriate collaboration between leadership and staffs.
 - c. Confer with, counsel and advise students, faculty, staff and parents regarding activities, programs, and services available to students.
 - d. Secure appropriate means to represent interests in the University planning, including enrollment management, student systems development, and university strategic planning.

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- e. Represent University in matters related to Student Life in a variety of forums, including alumni, parent groups, community organizations and University committees.
9. Respond to emergency/crisis situations as needed, including coordination of communication with healthcare providers and families.
10. Serve as co-chair of the Bias Response Team (BRT).
11. Serve as a committee member on University and Student Life committees, as appointed
12. Represent university through leadership in national and regional organizations.
13. Perform other job related duties as assigned.

QUALIFICATIONS:

Education/Work Experience/Certifications:

Familiarity with and support of the goals, vision and ethos of student-centered education; Master's degree required, Doctorate preferred; 7-10 years progressive responsibility in Student Life, or relevant experience in a related department or discipline; administrative experience that include oversight of budgets, personnel and programs as well as leadership for broad initiatives; college level teaching experience; demonstrated skills in fostering team building and the ability to engage and motivate the full talents of a diverse staff, inspiring the trust and confidence of the entire University community; excellent written and oral communication skills are required for interaction with variety of individuals (students, parents, faculty) and presentations; proven ability to interact effectively with students, faculty, staff and administrators of diverse backgrounds; proven ability to provide effective vision, management and leadership in a changing educational environment; working knowledge of related information systems, and ability to evaluate system's needs, and experience, using them in program analysis and evaluation

Skills/Knowledge and Expertise:

- Ability to supervise, lead and motivate staff and ensure their on-going professional development.
- Positive attitude, proven ability to work collaboratively and successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion.
- Demonstrated knowledge of and capacity to implement student affairs best practices.
- Ability to develop, implement and evaluate programs and projects.
- Ability to teach postsecondary career courses and facilitate professional development workshops.
- A strategic alliance builder with a passion for higher education.
- Exceptional leadership and diplomacy skills.
- Excellent oral, written and presentation skills; exceptional listening skills.
- Demonstrated qualities of self-motivation, good judgment, emotional maturity, self-confidence, fairness, creativity and discretion.
- Political knowledge and savvy, tact, courage of convictions, commitment to education and to the community, and a high tolerance for ambiguity.

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Physical Requirements:

Requires extended periods of sitting and repetitive hand/wrist motion while using computer keyboard and phone. Occasional standing, walking, climbing stairs, bending, stooping and reaching. Occasional lifting up to 25 pounds.

Work Environment/Work Week/Travel

Work is primarily performed in a standard office environment. Work performed during standard business hours. Additional hours maybe required to meet business needs and deadlines. Travel expected to other campus sites, conferences and other off-campus meetings. Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University and its insurance carrier reserves the right to exclude applicants based on their driving record.

