Position Description:  Associate Vice President of Student Affairs & Dean of Student Life

Purpose and Scope:

The Associate Vice President of Student Affairs & Dean of Student Life (“Dean”) is the chief administrative officer for the Division of Student Life and reports to the Vice President of Student Affairs. Several Directors within the Division, as well as support staff within the Office of Student Life, directly report to the Dean. The Dean provides leadership to Student Life, which includes its staff and student employees as well as the student body at large. The Dean is responsible for creating and maintaining a safe, healthy, supportive culture that promotes and reinforces decisions which foster healthy emotional, physical, spiritual, and intellectual development of our students and community.

Responsibilities:

Provide administrative leadership for Student Life:

- Articulate the mission of the Division of Student Life, as well as the missions of the University and Student Affairs; work to promote consensus among the various constituents of the University.
- Provide effective administration of Student Life and its programs, including development and implementation of strategic plans for the Division.
- Manage the operations, financial and human resources of the Division which include:
  - Departments that provide student learning and development opportunities: Office of Student Activities (including Greek Life, Clubs and Organizations, Campus Programs), Residential Life, Campus Recreation, and Student Leadership.
  - Departments that provide student and college-wide support services: Health, Wellness and Prevention Services, Counseling and Psychological Services, Disability Support Services, Office of Student Rights and Responsibilities, and Student Life Accounting.
- Provide leadership in the development, implementation, and evaluation of policies and regulations pertaining to Student Life.
- Contribute to the successful recruitment and retention of students through a positive and active Student Life presence.
- Serve as the primary administrative liaison with the Associated Students of Eastern Washington University.
- Participate in the University’s development as an institution: serve on committees and task forces as appropriate, such as search, program development and review, and strategic and ongoing institutional planning committees.
- Maintain a personal professional development plan.
Promote the development of students within a safe, healthy, supportive culture:

- Serve as the student advocate, while balancing that task against the goal of helping students assume responsibility for their own decisions.
- Promote the learning and development of students outside the classroom.
- Work collaboratively in developing extracurricular programming assuring integration with the academic life of the institution and encouraging student personal growth and development.
- Help establish a student culture where diversity is encouraged, where students learn to respect differences, take responsibility for their actions, and exercise leadership.
- Develop and coordinate policies and procedures relative to all student activities.
- Respond to students in crisis and crisis situations impacting students; ensure appropriate university and/or community constituencies and/or student families are informed and/or involved in response and resolution (in compliance with FERPA); and refer students, when appropriate, to other university or community resources.

Build effective partnerships with university and external constituencies:

- Serve as liaison to Board of Trustees Committees on Student Life.
- Serve as ambassador/liaison for Student Life with alumni, parents, students, neighbors, community leaders, and professional colleagues.
- Articulate and promote the University’s and Division’s missions and objectives.
- Seek feedback on the success of the Division’s programs.
- Identify unmet student needs related to student development, health, and safety.

**Qualifications:**

Doctorate or Terminal Degree in student personnel, counseling or related field, plus at least five years increasingly responsible experience in higher education in Student Affairs, Student Life or Student Development;

**OR,**

Master's degree in student personnel, counseling or related field, plus at least seven years increasingly responsible applicable experience in higher education

Selected candidate must be an informed and collaborative professional exhibiting strong leadership, management and communication skills, and who offers:

- Evidence of relevant ongoing professional activity;
- Supervisory experience;
- The ability to build effective partnerships within the university and with external constituencies;
- Commitment to the development of a highly diverse and student-centered learning community.