

Assistant Dean of First Year Programs
Simmons College

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Job Title	Assistant Dean of First Year Programs
Department	
Institution	Simmons College Boston, Massachusetts
Date Posted	Jul. 3, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - General
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Job Description

Assistant Dean of First Year Programs

Main Campus - Boston, MA

R04669

We are looking for an Assistant Dean of First Year Programs to join the Office of Student Affairs. Reporting to the Dean of Students, you will play a pivotal role in creating an engaging, educational and supportive environment for first year students. From First Year Orientation programs to the Simmons Course: Explore, Simmons' First Year Seminar, you will work directly with first year students, and their families, to ensure a smooth transition and successful first year at Simmons.

You will drive the commitment to diversity, equity and inclusion, creating an environment free from

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bias, prejudice and discrimination.

The Office of Student Affairs serves as a gateway to a variety of support services and resources designed to maximize the education experience and access for students.

Responsibilities

Program Management:

- * Oversee the Simmons Course: Explore and teach one section of the course
- * In collaboration with First Year Residence Life Coordinators, create and implement first year programming designed to support the College's first year retention goals
- * Create in-time and as-needed programs for first year students as issues or concerns arise
- * Collaborate with faculty, staff and students on programs designed for first year students
- * Provide supervisory oversight to departments within Student Affairs, working as a member of the Student Affairs team
- * Serve in the Administrator for on-call duty rotation
- * Review and improve first year programming with a focus on enhancing the first year experience
- * Manage special projects and duties as assigned

Advising:

- * Advise and work directly with students in their first year on issues which are social and emotional in nature
- * Refer first year students to campus departments and other resources designed to support their personal needs and goals
- * Provide goal-attainment guidance

Qualifications

- * Master's Degree in Higher Education Administration, Counseling/Psychology, College Student Development or other closely related field
- * 5 - 7 years' experience working in student affairs, advising and/or higher education setting
- * Comfortable working with individuals in difficult, complex, and ambiguous situations, personal or academic
- * Excellent writing and public speaking skills

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- * Experience handling after-hours residential life emergencies through an on-call system
- * Willingness to learn and accept constructive feedback
- * Willingness to work some evening and weekend hours, especially during Summer and Fall Orientation
- * Strong prioritization and multi-tasking skills
- * Driven, hard-working, and proven experience in taking initiative
- * Commitment to values of diversity, equity, inclusion, intersectionality and student development
- * Experience in supporting and working with diverse, marginalized and/or underrepresented populations

Instructions to Applicants: Please submit a resume and cover letter in the Resume/CV section of your application.

As a College committed to diversity, Simmons encourages applications broadly. Simmons is an equal opportunity employer and is committed to continuing to develop a more diverse faculty, staff, student body and curriculum.

To apply, visit [\[url=http://apptrkr.com/1251171\]](http://apptrkr.com/1251171)https://simmons.wd1.myworkdayjobs.com/en-US/Simmons-Careers/job/Main-Campus---Boston-MA/Assistant-Dean-of-First-Year-Programs_R04669

Located in Bostons historic Fenway area, Simmons College is a small, private, non-sectarian College which has educated students for enriching careers and purposeful lives since 1899. Working at Simmons means joining a collaborative, diverse and mission-driven community of educators and professionals.

We prepare students to be leaders for themselves, their communities and the world. Our faculty and staff members lead by example - sharing a commitment to excellence and putting the students first.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.