

Assistant Dean of Student Services
Bank Street College

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Posted Apr. 21, 2020, expired Aug. 21, 2020

Job Title Assistant Dean of Student Services
Department Student Services
Institution Bank Street College
New York, New York

Date Posted Apr. 21, 2020

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Student Affairs

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Job Description

Bank Street College
Assistant Dean of Student Services

Academic Career & Executive Search is pleased to assist Bank Street College, Graduate School of Education in their search for an Assistant Dean of Student Services.

This is a remarkable opportunity for a collaborative, systems oriented, change agent to serve as the Assistant Dean of Student Services within a niche institution. The ideal candidate will employ their strategic skills to build and deliver a new model as the College moves to a One Stop Shop model with the goal of delivering the highest levels of efficiency and customer service to all stakeholders. This is truly an opportunity to leave a legacy and lasting impact.

The successful candidate will spearhead efforts to centralize the Registrar and Financial Aid offices under Student Services. Leadership, vision, exceptional communication and collaboration skills and a

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desire to create innovative approaches are required.

Bank Street College seeks an experienced Student Services professional with experience across offices (Registrar, Financial Aid, etc.) for this unique opportunity to utilize his/her strategic skills to develop and build strong processes, systems and improvements within this successful, dynamic College. The ideal candidate is an organized, detail oriented, creative and energetic professional bringing experience and fresh ideas to this important role.

The new Assistant Dean of Student Services joins the College at a dynamic and exciting time of transition as they implement new systems, processes and software. This is an opportunity to impact the shape and function of the position.

Core Duties and Responsibilities:

Registrar (Working in partnership with the Associate Registrar and the IT Department)

? Coordinate, supervise and provide leadership for all functions and services of the Student Services Office related to the Registrar functions including registration activities, academic records management, graduation auditing, and commencement

? Work with the Associate Registrar to provide oversight for all aspects of academic record-keeping and transcript production* and integrity; ensure students' compliance with Graduate School academic policies and standards

? Collaborate with the Associate Registrar to monitor and verify student enrollment and share in preparation of enrollment reports for internal and external audiences, including auditors and accreditors, as needed; reports include Title II, IPEDs, HEDS among others

*We are working to centralize transcript production at the National Clearinghouse

Programmatic Support (Working in partnership with Department Chairs and Program Directors)

? Provide oversight for the monitoring of students' progress toward degree completion and maintaining the degree audit system

? Oversee records management for students on academic probation, working in conjunction with Department Chairs and the Committee on Academic Standing

? Support Department Chairs in weekly reporting needs

? Learn and stay informed about programmatic requirements for all Bank Street programs.

Financial Aid (Working in partnership with the Financial Aid Director and Business Office)

? Work with the Financial Aid Director and Business Office to set up systems for the administration of financial aid.

? Coordinate, supervise and provide leadership support for Student Services Advisors working with

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graduate students on financial aid support and counseling.

? Supervise the verification of data essential to student loan processing and compliance, responsible for enrollment and degree reporting to the National Student Clearinghouse

Student Services Support

? Supervise and support the Student Services Advisor team, including creating opportunities for ongoing professional development and team-building

? Oversee day-to-day management of policies, processes and operations of Student Services office and provide leadership, innovation, vision and accountability for the management of all records, policies and services

? Oversee training, development and maintenance of procedure manuals, FERPA regulations, and systems within the Student Services office and for the College community

? Provide leadership as key liaison to IT and the Business Office for issues pertaining to all services provided by the Student Services Office

? Serve as a member of the Student Services Management Team, Graduate School Curriculum and Academic Standing Committees (ex-officio), Assessment Task force and other committees as needed

? Work with the Admissions Office to streamline student experience from acceptance to graduation.

Communication and Events

? Assist with the development, production and editing of Graduate School Catalog in Collaboration with the Director of Administration.

? Lead the Graduation Planning Group; Supervise Graduation activities in the Registrar's Office

? Develop communication plan for Student Service Advisors to create regular touch points with students including information about holds, fingerprinting, graduation, commencement, etc.

? Support the planning of and participate in Graduate School events such as Orientation, Discover Bank Street Day, Open Houses, etc.

All other duties as needed.

Requirements:

- Bachelors degree required; masters degree preferred
- Evidence of successful supervisory experience and track record of office leadership
- Strong organizational and conceptual skills
- Detail-oriented and customer service and compliance focused
- Knowledgeable in the systems and processes and well versed in the requirements of a successful registrar
- Strong community building skills
- Excellent communication skills

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- Experience in both mainframe and micro computing environments, and facility with Microsoft products
- Experience with ERP systems

Preferred Competencies/Qualifications:

- Experience with Jenzabar/CARS or Blackbaud a plus
- Demonstrated success in leading, planning, implementing, and adapting to change
- Fluent in the use and understanding of information technology
- Variety of programs online, blended, in-person. Someone who has had experience working with a broad range of program structures.

About Bank Street College, Graduate School of Education:

<https://graduate.bankstreet.edu/about/>

For more than a century, Bank Street College has been the forefront of how children learn and grow. Founded in their belief that education provides the opportunity to build a better society, the College has established itself as a leader in progressive education and demonstrates a deep commitment to principles of social justice. Bank Street is an innovator in improving the quality of classroom practice and a national advocate for children, families, and the system and policy changes that bring effective and equitable teaching to all.

At the Graduate School of Education, their teacher and leader preparation programs combine the study of human development, learning theory, and sustained clinical practice to produce well-prepared educators ready to help students flourish. Bank Street Graduate School of Education offers degree programs leading to the Master of Science (MS), Master of Science in Education (MSEd), or the advanced Master of Education (EdM). All programs are registered with the New York State Education Department and most lead to New York State certification.

The Graduate School of Education at Bank Street College is nationally accredited by the National Council for Accreditation of Teacher Education (NCATE) through 2020. NCATE covers initial teacher preparation and advanced preparation levels.

Bank Street College has been continuously accredited by the Middle States Commission on Higher Education since 1960. Their Periodic Review Report is due June 1, 2020 and the next Self-Study Report and visit is scheduled for the 2024-25 academic year.

About the Area:

Bank Street is located in New York's Upper West Side- a bustling family and university neighborhood near Columbia University and the Cathedral of St. John the Divine, the largest Gothic cathedral in North America. The College's main building is just a few steps off Broadway, a busy avenue lined with shops and restaurants, and just a short bus or subway ride to Lincoln Center, the Metropolitan

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Museum, Broadway theatres, and all that New York City has to offer.

Application Instructions:

Applications are reviewed as they are received and should include a cover letter and CV. Please do not email applications. You must apply directly at:

<https://acesrch.applicantstack.com/x/detail/a21esjyn88dg>

Inquiries, referrals and nominations are treated confidentially and can be sent to: Jennifer Muller, Academic Career & Executive Search at Jennifer@ACESrch.com or call 860-740-2600.

Bank Street College of Education is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state or local law in its employment policies and other college administered programs. In addition, Bank Street College of Education will provide reasonable accommodations for qualified individuals with disabilities.

Bank Street has been recognized as a leader in education and strives to have its faculty and student body reflect the diversity of the society in which they exist. Candidates from underrepresented groups are encouraged to apply.

Contact Information

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

Contact