

Assistant Dean of Students  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=236433>

Downloaded On: Jun. 29, 2024 11:52am

Posted May 22, 2024, set to expire Jul. 3, 2024

<b>Job Title</b>	Assistant Dean of Students
<b>Department</b>	Student Affairs Division
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	May 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Student Affairs
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**Job Description**

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**JOB TITLE**

Assistant Dean of Students

**LOCATION**

Worcester

**DEPARTMENT NAME**

Student Affairs Division

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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Collaborates with units across WPI to promote a culture of engagement and belonging, enhance the student experience, and support the well-being and success of more than 7,000 graduate and undergraduate students. The position ensures a robust, healthy, engaging student experience, providing supervision and leadership to three direct reports: the Director of Student Activities who oversees all campus activities, student organizations, fraternity and sorority life, community service and leadership programs, the Assistant Director of Campus Center Operations who oversees the Rubin Campus Center, the Director of Student Success and Support who manages the CARE Team, and one auxiliary service, the Bookstore. Engages in support to students (and families) who are experiencing challenges that impact their academic and social success. Supports student conduct processes and training. Provides support for major campus events such as Commencement, Family Weekend, and New Student Orientation.

This is a full on-site position with some flexibility for occasional remote work.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. Candidates with demonstrated ability to incorporate diverse perspectives and experiences in fostering a positive student and working environment for all are encouraged to apply.

### JOB DESCRIPTION

#### Essential Functions:

- **Champion and support student success.** Implement the strategic direction and goals of the Division of Student Affairs and Dean of Students Office, which emphasize shaping and enhancing the learning environment, promoting policies important to students and their success, and making personal connections that support belonging, retention, and degree completion.
- **Provide leadership development, supervision and guidance for day-to-day operational, budgetary development, and capital planning** for several student affairs functional areas including CARE team and students of concern, student activities, community service programs, leadership development, fraternity and sorority life, major events, such as New Student Orientation and Family Weekend, campus center operations, and bookstore operations. Provides direct supervision for the Director of Student Activities, the Assistant Director of Campus Center Operations, and the Director of Student Success and Support. Ensures effective management of the day-to-day operations of the Rubin Campus Center. Together with the Associate Dean, manage the day-to-day workflow in the Dean's office.
- **Ensure a coordinated response for students of concern through support for the Care Team.** Monitor communication channels and ensure follow up on reports regarding students of concern from faculty, staff, family members, Campus Police, and external constituents.

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- **Assist in problem solving and act as a referral agent for internal and external stakeholders**, including students, parents, faculty, and staff. Supports the administration of support resources such as the Financial Assistance Fund, Hull Loan Fund, and support for food insecurity. Provide direct student and family facing support for a wide variety of student needs and issues.
- **Provide institutional oversight for the Campus Bookstore**, including licensing compliance for products, contract status, and activities, all designed to drive customer presence and revenue.
- **Enact crisis/emergency intervention and management strategies** to support campus safety and well-being in accordance with university protocol. Serve as a member of the after-hours emergency Administrator-on-Call (AOC) system.
- **In partnership with the Associate Dean, support policy revisions, training, education, and execution of the student conduct, resolution, and appeals processes as well as associated policies**, including serving as an Administrative Hearing Officer and Case Officer to the Campus Hearing Board. Where appropriate, supports the coordination of student conduct related follow up with various departments. Manages confidentiality/privacy in all conduct, Title IX, and CARE related case management in accordance with FERPA guidelines.
- **Represent division and student needs in university and division-wide initiatives.** Serve as a representative for Student Affairs at university functions and on campus committees. Maintain a regular, visible, and outgoing presence on campus. Assist with planning and execution of major campus events such as New Student Orientation, Family Weekend, and Commencement, as needed.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

### Requirements:

- Master's degree in college student personnel, higher education administration, or related field, or requisite experience required.
- A minimum of 5-7 years of progressive experience in student affairs administration, specifically in managing student engagement, student advocacy, conduct administration, with preference for prior case management experience.
- Progressive leadership experiences in student affairs where responsibility for staff development, student engagement and growth, and the creation of a positive learning environment are a central focus.
- Collegial, inclusive, collaborative, and approachable style that invites collaboration, transparency, and mutual support. Evidence of the ability to build strong working partnerships across the university and with external constituencies.

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- Ability to maintain a highly engaged, trustworthy, accessible relationship with students and a visible profile throughout the campus community.
- Ability to work effectively in a fast-paced environment, where the ability to pivot from a structured schedule to address unexpected and unpredictable issues is common.
- Strong human relations skills and the ability to make decisions in the midst of complexity while incorporating diverse perspectives and experiences.

Please include a cover letter and a list of references with a resume for consideration.

#### **FLSA STATUS**

United States of America (Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Assistant-Dean-of-Students\\_R0002811](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Dean-of-Students_R0002811)

#### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

#### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community

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environment and propel the institution to the next level in a competitive, global marketplace.

**Contact Information**

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

**Contact**

N/A

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