



Bluefield State College

Job Vacancy Announcement

Dean of Students

(Fulltime position anticipated to begin July, 2021)

POSITION TITLE: Dean of Students

JVA#: 2020-31

DEPARTMENT: Office of the Provost

POSITION SUMMARY: Reporting to the Provost & VP for Academic and Student Affairs, the Dean of Students provides leadership to promote student success by planning and directing student services and a positive campus life experience. The Dean of Students is a key member of the Provost's senior leadership team, and is responsible for developing and implementing a broad range of programs and services responsive to students' needs while cultivating a culture of student learning, campus and civic engagement, academic success, and lifelong achievement. The Dean of Students directly supervises and has oversight for the following areas: Student Life; Counseling, Testing and Advising Center; Student Health Services; Academic Success Center; Peer Mentoring; Student Conduct; Residential Life/Housing, and student dining programs Appointment is anticipated to begin in July, 2021.

CORE RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures for assigned areas and responsibilities; monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement.
- Provide direction and supervision of the units and directors within the Dean of Students office. This office serves as a vital point of contact for students.
- Foster an inclusive college community that promotes equity and diversity for all students.
- Plan, implement and coordinate all aspects of various student activities to promote student learning, engagement, and student success. Examples include but are not limited to overseeing the intramurals/recreational sports program, overseeing operations in the Student Center, planning cultural activities, lectures, art exhibits, guest scholars, multi-cultural/international speakers, etc.
- Collaborate with all BSC organizations and divisions to coordinate student programming on campus, coordinating events and calendaring in such a manner to maximize student, faculty and community attendance and participation as may be appropriate to the venue. Coordinate all logistics and manage related budgets. Develop marketing materials; Market events and activities.

- Create opportunities for campus and community projects that showcase our students' service commitment and volunteerism while collaborating with faculty and staff to develop students' essential skills to be successful in the workplace.
- Provide guidance and leadership to students and student organizations, such as but not limited to Student Government, Greek Life, and other organizations. As liaison/ resource person, work with students to develop training sessions, retreats, workshops, and extracurricular activities to cultivate Student Leadership, Student Learning and Service Learning. Provide outlets for student organizations to recruit members.
- Coordinate with campus administrative areas, faculty, and campus and community leaders to enhance planning and implementing strategic initiatives, resolving issues, and responding to crisis incidents. Prepare or assist with preparing Student Affairs response to major crises and other unusual events that may impact students within the BSC college community.
- Serve as a key resource and collaborator with campus administrators, faculty and staff to coordinate addressing substandard academic performance, student misconduct, or other impediments to student success.
- Provide direction and intervention for students in crisis and non-crisis including intervening with mental health staff, providing victim advocacy, and working with staff and students affected by the crisis. Identify systemic problems relating to complaints and determine whether campus-wide resources should be adopted in response, including review and revision of relevant BSC policies and procedures. May communicate with internal administrators and external parties such as local law enforcement and government agencies to ensure student-related actions, investigations and reports are handled appropriately and in a timely manner; coordinating with local victim advocacy organizations and service providers as may be appropriate. Collaborate and coordinate the delivery of educational programs and initiatives designed to educate and support faculty, staff, and students regarding student-related rights and obligations, responsibilities, support services, BSC policy, and confidential resources, etc.
- Serve as a Judicial Hearing Officer for students referred for Student Code of Conduct, Residential Life rules and regulations, and other behavioral concerns; administer appropriate judicial sanctions and/or refer for personal counseling to effectively resolve disciplinary problems.
- Lead the overall planning and management of the student residence system. Select, train, supervise, and evaluate undergraduate Residential Life staff and provide leadership for residential life programs and services, including dining options. Manage administrative and operational functions in assigned residence facilities. Establish and maintain communication with students living in college housing facilities through individual outreach and community meetings; may serve as a mediator/facilitator when necessary to provide resolutions for interpersonal conflicts between students. Provide services directly to students, such as personal and disciplinary counseling, and social/educational events/activities, as appropriate. Manage the communication of available off campus residential housing opportunities for students.
- Oversee student publications, newspapers, magazines and campus activities calendar.
- Oversee recruitment, training, supervision, professional development and performance evaluation of assigned staff.

- Ensure compliance with federal, state, and local laws and regulations and state and college policies and procedures.
- Oversee budget(s) as assigned, ensuring that expenditures are within budget allocations.
- Promote a positive image of the College through active involvement in local community activities, which may include presentations to campus and community groups.
- Perform other duties as assigned. Includes representing the College at internal and external functions, actively promoting various programs and services in collaboration with the Office of Media Relations, and serving on committees.

MINIMUM REQUIRED QUALIFICATIONS:

Applicants must have:

- An earned Master's Degree from an accredited institution, preferably in student affairs/development, counseling, educational administration, or related field.
- At least five years of progressively responsible experience in a senior leadership role within the student affairs/services or related field.
- Higher education experience demonstrating professional competence interacting with and effectively supporting the needs of a diverse student population in the areas of student development, engagement and/or academic learning.
- Strong record of success as a supervisor, including but not limited to setting individual goals, professional development, and performance evaluation.
- Student program management experience demonstrating effectiveness in setting priorities and deadlines to ensure program goals and objectives are met.
- Experience developing and managing budgets.
- Experience in student success programs, health and wellness issues, student life policy and practice, and managing policy and procedures for student housing/residential life.
- Broad knowledge and understanding of student affairs programming, such as counseling services, student activities, student government, student conduct/discipline, compliance, prevention & awareness, student safety, disability services, orientation, health services, and student housing.
- Working knowledge of federal and state laws and regulations relevant to position's responsibilities.
- Proven ability to successfully multi-task, establish priorities, meet deadlines, and accomplish objectives.
- Strong organizational, oral and written communication, leadership, management, and team-building skills.
- Ability to manage interpersonal conflict situations with tact, diplomacy and discretion.
- A strong commitment to providing excellent service to multiple constituents, including students, faculty, staff, and the public.
- Valid U.S. Driver's License.

PREFERRED QUALIFICATIONS

- Ph.D. or Ed.D. or ABD in higher education or a related field
- At least 10+ years' experience managing student life and student success initiatives in a higher education environment.

- Experience working with first-year students and/or pre--college populations.
- Teaching experience in higher education.

COMPENSATION: Salary is commensurate with qualifications and experience. Position is dependent upon available funding.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

DATE POSTED: December 18, 2020

CLOSING DATE: For full consideration, please submit all application materials by 4:00 pm EST, **Monday, February 1, 2021**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.