



DEAN OF STUDENT SERVICES (NEW POSITION)

Position Summary: The Dean of Students is a new position that reports to the Vice President for Academic Affairs and Student Services. The Dean will be responsible for providing leadership and direction for student services departments; creating and maintaining a safe, healthy and supportive environment and culture; and overseeing student activities, student discipline, and the assessment of student services programs and departments.

Qualifications:

- Demonstrated experience in the development and review of programs and processes within the areas of student services;
- Evidence of leadership and supervision in the planning, organization and coordination of student services;
- Evidence of sensitivity to and understanding of the academic, socioeconomic, cultural, disability, and ethnic backgrounds of a diverse student population.
- A doctoral degree in higher education administration, student personnel or related field;
- At least five years of increasingly responsible management experience in an institution of higher education, including directing one of the core departments in student services.

Areas of Supervision:

- Advisement, Counseling and Career Services
- Transfer Services
- New Student Orientation, including transfer students
- Placement Testing
- Student Activities and Organizations
- Disability Resources

Duties and Responsibilities:

- Implement, assess and evaluate college-wide programs and services related to student success, ensuring that Student Services units are involved in and contribute significantly to the success of these programs.
- Coordinate professional development activities to include informing staff on upcoming conferences and workshops related to student services, developing ongoing educational programs on issues related to student services and coordinating annual office retreats.
- Help establish a student culture where diversity is encouraged and 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; publish and distribute the Student Handbook.
- In coordination with the Office of Institutional Effectiveness administer student opinion and evaluative instruments.
- Working with student groups, expand the scope of student activities at the college.
- Other duties assigned by the Vice President of Academic Affairs and Student Services.

Salary commensurate with qualifications and experience.

About the College: Located on the Connecticut River in East Hartford, CT, Goodwin College is an independent, four-year institution of higher education with a total enrollment of approximately 2,100 students; its mission is to educate a culturally diverse student population in an environment that builds bridges between education, commerce and community. Our 30+ degree and certificate programs prepare students for professional careers

while encouraging lifelong learning and promoting civic responsibility. As a nurturing college community, we challenge students, administration, faculty, and staff to realize their academic, professional and personal potential.

Goodwin College is accredited by the New England Association of Schools and Colleges, Commission on Institutions of Higher Education and is authorized by the Board of Governors for Higher Education in Connecticut to confer associate degrees and one and two-year certificate programs and licensed to offer three baccalaureate programs.

Please send letter of application and current CV or resume to:

Ann Clark, Executive Vice President/Provost

Goodwin College

One Riverside Drive

East Hartford, CT 06118