

Dean of Students Position Description

The Wright Institute Master of Arts in Counseling Psychology Program

The Wright Institute, located in Berkeley, California, is excited to announce a new position as the dean of students in the counseling psychology master of arts program. This role is an opportunity to serve as a key support in the professional development of a diverse student body learning to provide culturally responsive mental health services in a wide range of settings.

The counseling program provides students with the education and clinical skills necessary to pursue licensure in California as a marriage and family therapist (MFT) or a professional clinical counselor (LPCC). Throughout the two-year curriculum, students attend day, evening, or weekend classes. In their second year, students participate in supervised clinical training in external community mental health agencies. The student population is approximately 180 graduate students ranging in age from 21 to 65 and about 35% identify as Black, Indigenous, or People of Color.

Position Summary

The dean of students will work closely with the program director, assistant program director, faculty, and staff to build a welcoming community that supports graduate students in their academic and professional development. This position is centered around fostering community, mentoring students, coordinating services with other departments, consulting with faculty, implementing and monitoring remediation plans, and addressing grievances. We are seeking candidates who are motivated to work directly and closely with students.

In person work is required, including some evening and weekend work.

- Partner with faculty and other departments - such as the student mentoring team; office of diversity, equity, and inclusion; and field placement office - to identify student issues, bolster support, and resolve concerns.
- Help students navigate policies, procedures, and resources in response to academic and non-academic issues impacting their studies including interpersonal difficulties, physical and behavioral health issues, immigration/international student concerns, professional conduct, informal and formal grievances.
- Communicate effectively, timely, and sensitively, such as when responding to crises and external events that impact the student body.
- Prevent and mediate student conflicts, respond to petitions, host community town halls, conduct investigations, consult with the legal team, and write reports in response to grievances.
- Implement and monitor remediation plans for academic and professional development concerns.

- Provide organizational leadership. Participate in program meetings and governance committees; stay abreast of new directions in the field of student affairs, especially in relation to students from under-represented groups, and translate new knowledge into improved services.

Education and Experience:

- Master's or doctoral degree in higher education administration; student affairs; counseling; psychology; marriage and family therapy; social work; school psychology; or a related field.
- Prior leadership experience in an academic setting.
- 3+ years of progressively responsible experience in higher education.
- An equivalent combination of education and experience may be considered.

Qualifications include the ability to:

- Work full time and in-person including some evenings and weekends.
- Effectively manage sensitive, complex, and stressful situations.
- Prioritize duties when faced with interruptions, distractions, and fluctuating workload.
- Work collaboratively across multiple constituencies to establish rapport and trust, facilitate teamwork, and build consensus.
- Promote diversity, equity, and inclusion and understand the complexity of intersectional identities, systemic constructs, and trauma informed education.
- Plan and implement professional development and social activities.
- Attend to issues related to student retention and persistence, including issues unique to students from traditionally under-represented groups.
- Use motivational interviewing/enhancement, solution focused, and dialectical behavioral therapy (DBT) techniques to engage students in conversations about change and help students build coping and self-regulation skills.
- Provide written and oral feedback with attention to measurable goals related to learning objectives.
- Set and enforce limits and engage in difficult conversations.
- Work independently to make administrative decisions.
- Evaluate strategies, recommend changes, and analyze results.
- Write concise reports and progress notes.
- Teach at the graduate level.

We strongly encourage people of every color, orientation, age, gender, origin, and ability to apply. If you are passionate about student services and think you have what it takes to be successful in this role even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

The Fine Print

Terms of employment: Full-time, in person, exempt

Reports to: Milena Esherick, Director of the Counseling Program

Location: Berkeley, California

Benefits: In addition to your salary, your benefits package includes a fringe benefit in the amount of 15% of your salary. The fringe benefit may be taken in cash (in which case it would be fully taxable) or allocated among a choice of health insurance, a dental plan, and/or a 403(b) plan. In addition, we have a cafeteria plan that provides a pre-tax savings benefit for the above insurance plans and your other IRS defined medical and childcare expenses. The Institute provides those in full-time positions with group long-term disability coverage. There are 4 weeks paid vacation, accrued at 1.75 days/month; 12 paid sick days, accrued at 1 day per month; and 11 paid holidays.

Salary: \$80,000 - \$100,000 depending on experience and qualifications

Application: Please send a cover letter and resume to humanresources@wi.edu.