Associate Dean of Student Development and Success

Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function/team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.

Manages a complex Student Affairs or Student Life & Development function and/or program or several smaller programs. Develops the long term organizational goals and strategic plans of the organization. Directs subordinate supervisors and/or managers. Has broad program responsibility. Oversees the program analysis and evaluation. Manages the budget and human resources. Represents the organization with external organizations. Evaluated on overall program results and effectiveness.

The Associate Dean of Student Development and Success will be responsible for working with areas under its purview as well as building collaborative relationships to deliver a transformative student experience. Reporting directly to the Associate Vice Chancellor and Dean of Students, the Associate Dean of Student Development and Success will be a critical member of the Dean of Students Leadership team. This position will be responsible for the direct supervision and direction of Student Life, Veterans Resource Center, and Student Conduct and Academic Integrity Programs. This role will be expected to craft thoughtful strategic planning for the AVC/Dean of Student areas, staff retreats for areas under its purview, representing the AVC/Dean of Students and the Student Affairs organization on various high level campus committees and workgroups. This role will serve as the first point of contact for the implementation of the Student Death protocol and be responsible for periodic assessment of areas assigned, This includes internal as well as external review of areas and programs. Large events such as student concerts, programming throughout the academic year as well as the annual student convocation will be a critical part of the Associate Dean portfolio. This role will be charged with reimagining current events and programs to deliver a transformative student experience. This role will be critical in branding the areas under the AVC/Dean of Students across the institution. As part of the AVC/Dean of Students leadership team, the Associate Dean will work closely with the Associate Dean of the Ethnic and Gender Centers to ensure all programmatic initiatives are in alignment, communication is consistent and clear as well as execute all processes and training in relation to Free Speech.

Education & Experience Requirements

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<tr>
<th>Education Requirements Degree</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Bachelor's degree in related area and/or equivalent experience/ training.</td>
<td>Required</td>
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<tr>
<td>Advanced degree in related area.</td>
<td>Preferred</td>
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<tr>
<td>Doctorate in Higher Education or related area</td>
<td>Preferred</td>
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Key Responsibilities

Develops, interprets, and administers complex Student Life & Development programs.

Advance the strategic goals/initiatives for each department in the unit, aligning with the VCSA organization and institutional strategic plans. Collaborates with units to craft a plan for a transformative student experience by realigning programs when necessary and appropriate. Examines current practices through internal and external reviews to plan for current needs as well as sets the stage for future evolution and growth of this area to meet the growing needs of students and the institution. Must be knowledgeable of Diversity, Equity and Inclusion frameworks as it pertains to a college campus. Ensures the alignment of units under purview to create seamless communication and delivery of student services. This role will be the first point of contact in administering the student death protocol.

Create a presence for student life and all units reporting into this position, within VCSA, UCR, and the UC system; serve as a campus resource and innovator in the field; strive to create a transformational experience through rebranding, consistent benchmarking with other UC campuses and beyond as well as develop and implement creative professional practices. Additionally, this role will be open to creating nontraditional partnerships with new areas across campus to ensure the presence of student life and all areas under purview are felt and valued.

Oversees analysis and policy development for the programs' issues and processes.

Establish a periodic review of each unit, utilizing professional standards/best practices specific to the unit and Student Affairs, regionally and nationally. Supports the Associate Vice Chancellor and Dean of Students in the analysis, assessment and development of policies within the student affairs division. Together with Directors across the Student Affairs Organization, works to identify and address policy gaps to align with university policy and processes. Serves on division and university wide policy and strategic planning committees.

Provides direction to subordinate managers and/or supervisors. Addresses and works through conflict with managers and/or supervisors when issues arise.

Ensure compliance with all federal law, state law, and university and Student Affairs Division policies and regulations. Develop and communicate personnel performance and evaluation standards for staff. Coordinate training and ongoing professional development for staff in the AVC/Dean of Students Organization Unit. Also provides resources, professional development and address issues as they arise. Works with Human Resources to ensure that all hiring and performance management decisions are aligned with University and Organizational policies and processes.

Responsible for developing and implementing budgets for managed functions.

Strong understanding and experience dealing with complex budgets and financial systems. Responsible for developing and implementing budgets for managed functions. Oversee departmental operating budgets involving multiple fund sources and types of funds. Work closely with Directors and direct reports to establish budget priorities that are consistent with campus, divisional, and departmental goals and objectives. Interpret and apply University policies to ensure appropriate use of funds. Ensure that optimal and timely use of funds are consistent with project goals and pertinent regulations, as well as monitoring that spending is in line with budgets. Work with the AVC/DOS Management Services
Officer, Budget Personnel & Assistants as well as the Student Affairs Chief Financial & Administrative Officer. The successful candidate must be comfortable making executive decisions in alignment with the direction of the AVC/Dean of Students.

Makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff.

Assess staff performance through feedback, performance evaluations, professional development needs assessments, addresses arising issues through feedback and at times mediation. Works with Human Resources to ensure that all staff are in compliance of university polices expectations and job performance. Deals with highly complex personnel matters with the ability to navigate confidentiality.

Periodically re-evaluates job descriptions to ensure that all positions are meeting the current needs of both the student population and the organization.

Develop programming activities in conjunction with Student Affairs departments in order to facilitate academic, mental, health and social development of students. Assesses event protocols and creatively explores new ideas and directions for programming and events through benchmarking, campus feedback and professional networks. Establish a formal structure that allows students to effectively navigate their campus life experience. Support and enhance the formal structure which engages departments in active collaboration to provide broad and comprehensive support and assistance to students by way of advising, support and advocacy. Develops and maintain a strong relationships with Academic Deans, Associate Deans and all other units beyond partnerships that currently exist within the university orientation program. Leverages the university's assessment resources to conduct periodic evaluation of services and practices.

Responsible for maintaining and enhancing systems that support the program(s).

Constantly assess all areas within the purview of this role and any areas under the Dean of Students cluster and Student Affairs to understand evolving needs for students and staff.

At the discretion of the Dean of Students, works with the local community to ensure that there is an accurate understanding of event protocols, upcoming events and student messaging as well as opportunities to answer questions. Articulate the boundaries and opportunities on behalf of student affairs to external stakeholders.

Advises senior management on matters concerning several functional areas, departments, and/or clients.

Superior understanding of emerging best practices in Student Life, Orientation, Veterans Services, Student Conduct and addressing issues of free speech. Serve as the liaison for the AVC/ Dean of Students team in line with the Associate Vice Chancellor and Dean of Students to the broader campus. Provide advice and guidance based on best practices for partnerships between Student Life and other departments within Student Affairs and beyond. Represents campus and student affairs on system wide committees and meetings as well the surrounding local community when appropriate. Through the area of campus life, uses student development to create and support a strong presence for student affairs. Will work on additional duties as assigned by the Associate Vice Chancellor and Dean of Students Or Vice Chancellor of Student Affairs.
Other duties as assigned

Knowledge, Skills & Abilities

Knowledge of the transfer experience in higher education and best practices in campus life and more specifically Orientation to address the needs of this student population.

Ability to provide training and direction for staff within the area of responsibility focused on equity, budget, managerial skills as well as conflict management.

Deep knowledge of Anti Hazing initiatives to ensure a proactive approach to combat hazing at the campus level as well as work with colleagues within the University of California System.

Comfortable meeting with student groups to assess needs and emerging campus climate issues and strong strategic planning skills to lead strategic planning efforts for the division, DoS cluster and university level.

Ability to navigate the university environment gracefully and in collaboration with a variety of constituencies.

Strong skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.

Deep understanding of student development and best practices in student affairs.

Ability to provide crisis intervention and refer as appropriate, using discretion and confidentiality.

Ability to navigate complex personnel issues and mediate workplace conflicts and address performance challenges in a fair consistent and neutral manner. Work and supervise a wide array of personalities with competing interests and navigate confidentiality successfully.

Strong facilitation skills to assist and craft professional development sessions for professional staff as well as lead student discussions.

Ability to create synergy between student conduct and student organizations to ensure visibility of conduct polices and expectations through a proactive rather than reactive approach.

Thorough knowledge of Student Affairs/Student Life specialization.

Strong skills in monitoring/assessing people, processes or services, to make improvements.

Required

Strong strategic planning, budgeting and financial skills demonstrated by successful experience in directing resources toward accomplishment of strategic objectives as well as a successful track record of analysis, program evaluation, budget review and risk management.

Thorough knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

Required
Strong assessment skills and experience utilizing data on an ongoing basis to develop and adjust practice and programming in alignment with emerging best practices and student needs.

Advanced knowledge of advising and counseling techniques.

Advance knowledge of common University-specific computer application programs.

Ability in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, leadership, and intercultural competence.

Ability to work with minimal supervision and seek counsel from the Dean of Students when appropriate.

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