

Alverno College
Exempt Position Description

<u>Position Title:</u>	Dean of Students	<u>Date:</u> October 2025
<u>Department:</u>	Student Development and Success	<u>Status:</u> Full Time / 12 month
<u>Reports To:</u>	Vice President of Academic Affairs	

<u>Primary Function:</u>	Provide leadership and supervision for Student Development and Success. This includes athletics, campus ministry, counseling services, student conduct, campus safety, dining service operations, on-call support system, student support services and crisis response, residence halls and residence life, student engagement and leadership, and the A-store and mailroom. Ensure that the Student Development and Success division articulates the vision, mission, and values of the College, both externally and internally, representing it with credibility and integrity. Serve as a liaison for the College to students on all matters concerning students. This is a full-time position with some evening and weekend work.
---------------------------------	---

Principal Responsibilities:

- Lead efforts to assess student interests and needs, enhance existing offerings, and ensure campus life policies and practices cultivate a vibrant, inclusive community.
- Establish a presence on campus, attend campus-wide cultural, social, and athletic events, and build positive relationships with the external community.
- Provide strategic oversight for budgets supporting student life operations, ensuring strong financial stewardship and alignment with institutional goals.
- Serve as an advisor to the Alverno Student Government (ASG) executive board and attend ASG meetings and events.
- Conduct consistent department evaluations to determine how efficient it is running and, if necessary, recommend ideas of improvement.
- Supervise the development of programs such as orientation, student welcome week and community service day. These signature events and co-curricular experiences are designed to build connection, tradition, and belonging.
- Serve as Title IX coordinator.
- Develop, coordinate, facilitate, and conduct Title IX and other sex discrimination related trainings, awareness events, and other compliance efforts for new and continuing students.
- Maintain active formal and informal contact with students to ensure that divisional departments, programs, and initiatives are responsive to evolving student needs and development.
- Provide overarching leadership for the institution's crisis response efforts, ensuring a coordinated approach to managing student crises of all types and severity.
- Serve as a backup for on-call team, providing 24/7 support to staff and guiding the response to the most serious student emergencies.

- Develop and maintain crisis response protocols and be the lead for Alverno's Threat Assessment Team.
- Provide leadership and oversight for the student conduct process, supporting student development and residence life staff in the consistent and equitable implementation of the conduct procedures. Serve as a conduct officer for upper-level cases.
- Supervise the College's annual revision of the Student Handbook that governs the conduct of all degree-seeking students.
- Collaborate with the Vice President for Academic Affairs to develop robust retention and persistence data and programs. Continuously review and implement policies related to student conduct and engagement. Liaise with academic leadership and faculty to evaluate and revise academic policies that support student success and remove unnecessary barriers to achievement.
- Stays proactively current on emerging campus, local, regional, state, national and global trends, issues, climate concerns, and flashpoint impacts to student campus life.
- Ability to collaborate with mental health professionals, law enforcement and other stakeholders to ensure student safety and well-being.
- Provide leadership with compliance of local, state, and federal regulations including FERPA.
- Assess and mitigate risks related to student conduct, residence life, co-curricular programs, and campus events.
- Conduct consistent staff evaluations, recommend areas for improvement when necessary.
- Provide oversight and strategic direction for campus dining services in partnership with Food Service contracts. ensuring high-quality, student-centered meal experiences.
- Proficient in student affairs technologies and case management platforms (e.g., StarRez, Pharos 360).
- Ability to interpret and apply institutional policies and legal requirements while fostering holistic student development and well-being.

Knowledge and Skills Required:

1. Master's degree in Student Life, Counseling, Education, or related field required; Doctorate preferred.
2. Minimum of five years of experience in Student Affairs area of Higher Education
3. Demonstrated strengths in the areas of supervision, budgeting, administration, policy and program development.
4. Strong leadership, strategic planning, and organizational skills. Demonstrated ability to create inclusive, student-centered environments and lead initiatives that promote equity and student success. Excellent communication, collaboration, and interpersonal skills. Skilled in crisis response, staff development, assessment, and cross-functional team leadership.
5. Ability to work in a team setting, to communicate and work effectively with a variety of audiences and departments.

Working Relationships/Direction of Others:

1. Director of Campus Safety

2. Director of Athletics
3. Director of Counseling
4. Associate Dean of Students

Working Conditions:

General office environment

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity