



Posting Date: May 2019

Position: Associate Dean of Students

Department: Student Affairs

Hours per Week: Full-time

Alverno College is a Catholic, Franciscan women's college grounded in a liberal arts foundation and an internationally acclaimed abilities-based curriculum. Serving a beautifully diverse and predominately first-generation student body, Alverno college was also recently designated as an Hispanic Serving Institution. We offer more than 60 undergraduate degree programs for our weekday women's college, as well as 7 master's programs and a doctorate in nursing practice for our coeducational weekend graduate students. Our low instructor-to-student ratio and collaborative faculty contribute to an energizing and engaging learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to each major. These experiences, among others, have resulted in Alverno College being ranked higher than any other college in Wisconsin in its "Strong Commitment to Teaching" for the ninth consecutive year.

This is a full-time, exempt position involving considerable evening and weekend responsibilities. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents. Student Affairs professionals from underrepresented racial/ethnic communities are encouraged to apply.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

The Alverno College Associate Dean of Students is a central leader in the student affairs division, ensuring a meaningful co-curricular experience for students. The Student Affairs team of educators works passionately to support, educate and empower students in creating a vibrant campus culture of success that encourages each student to reach her unique potential as an effective community member and leader. Partnering with and reporting to the VP for Student Affairs and Dean of Students, the Associate Dean provides leadership, supervision and direction across this highly collaborative division, with specific responsibility for and oversight of Residence Life, Student Activities & Leadership, and Student Affairs Operations. With an unwavering commitment to diversity, equity and inclusion, the Associate Dean models multicultural fluency and teaches intercultural competence. The Associate Dean often represents the VPSA/Dean of Students and serves as the student affairs connection with our graduate students, as well as facilitating the student code of conduct and assisting with the coordination of both new student orientation and college commencement activities.



Qualifications and Education

- Master's degree in Higher Education, Student Personnel or related field required
- 5-7 years of experience in Student Affairs required; Residence Life experience strongly preferred
- Requires an extensive understanding of college student development, as well as honed helping skills
- Demonstrated strengths in supervision and program development, as well as strengths in administrative organization
- Skilled facilitator/trainer preferred
- Demonstrated ability to work effectively with a variety of audiences, including parents and professional colleagues
- Demonstrates multicultural competence and ability to work in diverse contexts
- Must be able to work with confidential information
- Requires good judgment and problem-solving skills including the ability to calmly respond to emergency situations
- Ability to manage multiple projects with minimal direction, ensure attention to detail, develop innovative ideas, and meet challenges with resourcefulness
- Ability to work with a team, develop positive work relationships, and interact effectively with a variety of audiences and departments
- Requires excellent written and oral communication skills, as well as basic math skills

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational environment and must be willing to contribute to the College's strategic focus on inclusion.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Selection of the final candidate is contingent upon successful completion of a criminal background check and verification of the above listed qualifications.

Please attach a letter of application, current resume, and names and contact information for three professional references (include relationship to you and both phone/email). The letter should include attention to this diverse women's college context and your perspective on the role of student affairs in the educational enterprise.

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