



BENNETT COLLEGE

Job Posting

Title: Associate Vice President for Student Affairs

Date of Posting: 08/07/17

Closing Date: Until Filled

Job Code: 17-0807BSW

Department: Student Affairs

Reports To: Provost

GENERAL SUMMARY:

Bennett College seeks an exceptional, experienced, and visionary student life executive to serve as Associate Vice President for Student Affairs (AVPSA). The AVPSA reports directly to the Provost and is responsible for the leadership, direction, planning, supervision, and evaluation of multiple functions pertaining to non-academic student life, which include the following areas:

- Campus Ministry
- Career Services
- Counseling/Health Services
- Residential Life
 - Student Activities
 - Student Organizations

The AVPSA is also responsible for the administration of all policies of the Bennett College Board of Trustees in creating a campus culture that promotes the academic achievement and personal development of all students. As a member of the President's Leadership Team, the AVPSA attends meetings of the Leadership Team. The AVPSA participates in decisions which affect the internal and external constituencies of the College, and attends meetings and functions, both internally and externally, which enhance the College's ability to meet its educational mission. The AVPSA advocates on behalf of students and possesses strong knowledge and experience in the practices of student development, as well as an ability to work effectively with diverse student needs.

This is an administrative position. Persons holding administrative positions serve at the pleasure of the President and perform an appropriate combination of College and community service activities.

ESSENTIAL JOB FUNCTIONS:

- Provides leadership and supervision for comprehensive student affairs planning and programming while achieving institutional goals.
- Leads the development of strategy, implementation, and operations for all student life programs to ensure an environment that supports a strong commitment to student learning, as well as the personal growth of the College's student body.
- Administers student activities, student organizations, counseling services, career services, student conduct, intramural/extramural activities, residential life services, campus ministry, and college athletics, administers all other programs pertaining to non-academic student life
- Develops, monitors, and maintains effective student life processes and procedures
- Maintains the history, constitution, and by-laws of all student organizations
- Oversees all student social activities, clubs, and student organizations
- Oversees all residential life services and programming
- Provides leadership and monitors the application of the Americans with Disabilities Act to ensure all students have equal access to services
- Works closely with the Provost to create and maintain a student-centered curriculum and programming to complement the academic goals that integrates with appropriate student support services and activities
- Participates in the College's strategic planning efforts, working with members of the College community (faculty, staff, and students) to establish both short-term and long-term goals and objectives for the Office of Student Affairs
- Plans and implements systematic evaluations of all programs and projects led by components of the Office of Student Affairs
- Actively participates in system audits, as well as audits by federal or state authorities; prepares applicable federal and state reports

- Oversees the allocation and expenditure of student activity fees within policies established by the Student Activity Finance Committee and approved by the President, as well as division spending and approves expenditures according to annual spending plans
- Develops a student code of conduct and appropriate policies for the implementation and enforcement of disciplinary measures affecting students
- Leads, coaches, and evaluates staff using proven and effective management techniques
- Provides training and development opportunities for subordinates, as appropriate
- Develops and implements user training programs, as necessary
- Responds to campus emergencies, as necessary
- Assumes all related responsibilities and performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrates proven leadership ability to create a campus culture that promotes student retention, progression, and graduation
- Communicates effectively with a diverse student body, faculty and staff, other university constituents, and external organizations, valuing and supporting differences
- Fosters an atmosphere inclusive of diverse cultures and individuals, as well as respecting the importance of a diverse learning environment
- Possesses a strong understanding of laws that specifically address student ethical and legal issues
- Demonstrates knowledge of mediation and/or conflict resolution strategies
- Possesses experience with grant contract activities to enhance programs, services, and funding
- Thinks strategically and aligns operational needs with organizational development initiatives, inclusive of responsible fiscal management
- Provides services in accordance with the stated mission, vision, goals, and priorities of the College, as well as a strong focus in service-learning experiences

EDUCATION AND EXPERIENCE:

Required:

- Master's degree from a regionally accredited institution in student affairs or a closely related field
- Minimum of five years of progressive student affairs experience in higher education, to include experience in one or more student life and service areas

Preferred:

- Earned doctorate degree from a regionally accredited institution in educational leadership or a closely related field
- Minimum of five years of progressive leadership experience in higher education, to include experience in one or more student life and service areas

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **17-0807BSW**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.